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JACKSON: The Civil Service of Canada in 1930 : 3

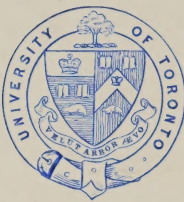


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Publications

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| Civil Service of Canada | <u>V. 3</u> |
| <u>POST OFFICE</u>      |             |
| <u>Prof. Jackson</u>    |             |





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Government  
Publications

[ Jackson, Gilbert

The Civil Service of Canada in  
1930. Position, salary scales and  
numbers of appointments for each  
department. v. 3: Post office Dept. J

Prepared as a data paper for the  
Royal Commission on Technical and  
Professional Services, 1929-30.




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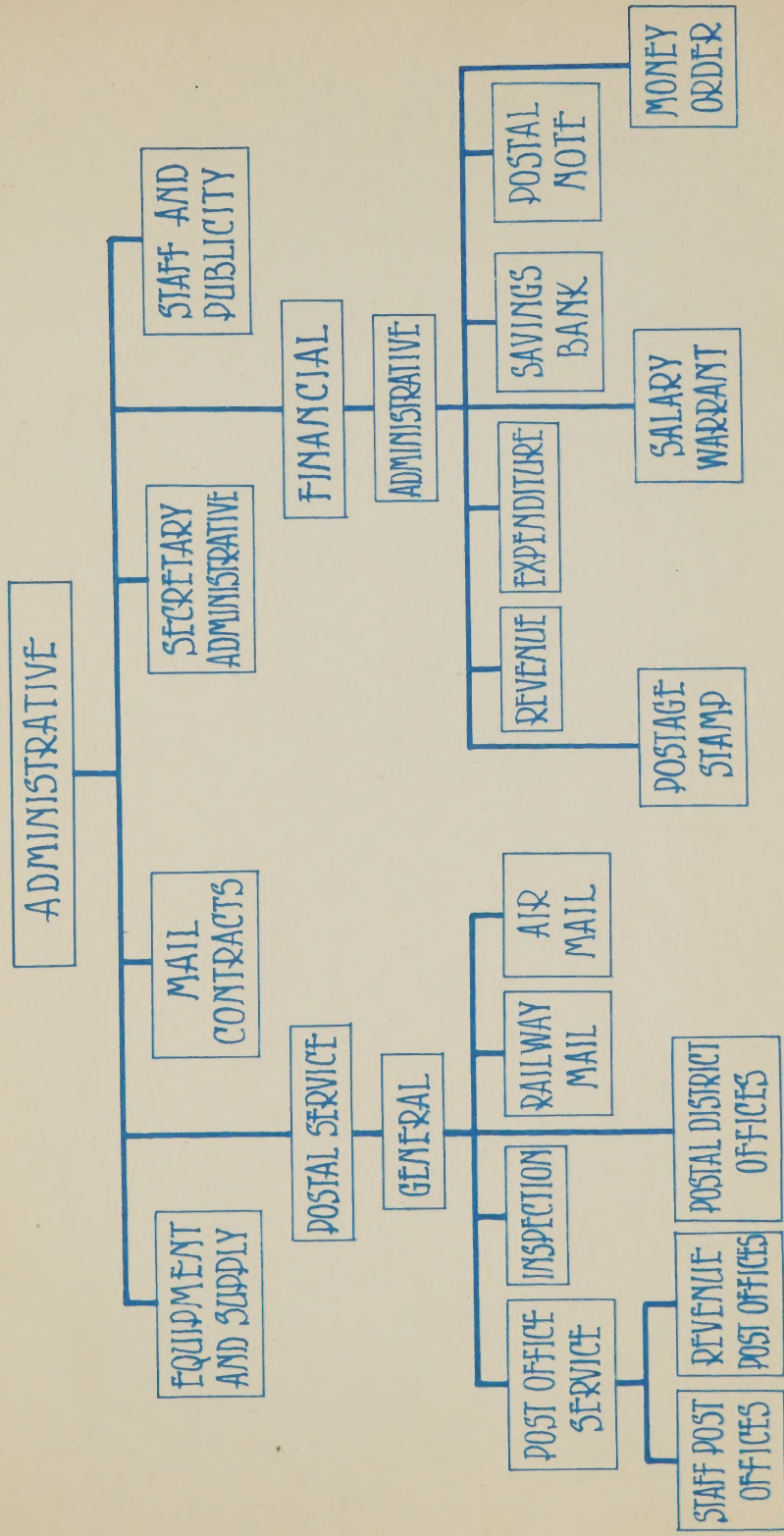


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# POST OFFICE DEPARTMENT













POST OFFICE

ADMINISTRATIVE

The functions of the administrative staff are to see that the policies of the department are properly carried out; to coordinate the activities of the various branches; to direct the formulation of administrative procedure, rules, and regulations; to make recommendations regarding matters of policy and organization; and to perform other related work.





POST OFFICEADMINISTRATIVE

| <u>Defin-<br/>ition</u> | <u>Class</u>                                   | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|--|---------------------|----------------------------|---------------|--------------|
|                         |  |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 49                      | Deputy Postmaster General                      | \$10,000            | 1                          | -             | 1            |
| 152                     | E Private Secretary                            | 4,080               | 1                          | -             | 1            |
| 17                      | E Assistant Private Secretary                  | 3,420               | 1                          | -             | 1            |
| 85-86                   | Mechanical Engineer, Post<br>Office Department | \$3,420-3,960       | -                          | 1             | 1            |
|                         |  |                     | T 1                        | -             | T 1          |
| 155                     | Secretary Clerk                                | 2,220-3,480         | 1                          | -             | 1            |
| 56                      | Head Clerk                                     | 2,520-3,000         | 1                          | -             | 1            |
| 34                      | Clerk, Grade 4                                 | 1,620-1,920         | 2                          | -             | 2            |
| E                       |  |                     | 1                          | -             | 1            |
| 39                      | Clerk, Grade 1                                 | 720-1,020           | 1                          | -             | 1            |
| 168                     | Stenographer, Grade 3                          | 1,380-1,620         | -                          | 1             | 1            |
| 169                     | Stenographer, Grade 2                          | 1,080-1,380         | -                          | 1             | 1            |
| E                       |  |                     | 1                          | -             | 1            |
| 94                      | Postal Chauffeur                               | 1,140-1,500         | -                          | 1             | 1            |
| 40                      | Confidential Messenger                         | 1,080-1,320         | 1                          | 1             | 2            |
| E                       |  |                     | 1                          | -             | 1            |
| 18                      | E Chauffeur                                    | P.R.                | 1                          | -             | 1            |
|                         |  |                     | <hr/>                      | <hr/>         | <hr/>        |
|                         |  |                     | 14                         | 5             | 19           |









## POST OFFICE

### EQUIPMENT AND SUPPLY

- (1) Preparation of estimates on requirements for use in Postal Service of mail bags, cotton duck bagging and fittings, mail locks, letter carriers' satchels, pads, cancelling ink, dating stamps and all other stamps used, parcel and letter scales, street letter boxes, rural mail boxes and parcel receptacles, letter box locks, keys and other fittings; letter carriers', chauffeurs, special delivery messengers', and postal porters' uniforms, including purchase of serges, meltons, frieze; letter carriers' shirts, cloth and fur caps, straw hats, rubber boots, waterproof coats and capes, buttons, numerals, etc.; motor trucks and accessories, gasoline, oil, tires and tubes.
- (2) Preparation of tenders and specifications for above.
- (3) Purchasing, receiving, inspecting, stocking and issuing of above requirements to the service.
- (4) Maintaining a system of maintenance in connection with mechanical devices such as motor trucks, motor cycles, scales, etc., etc., used throughout the service.
- (5) Keeping the necessary records in connection with the above.



POST OFFICEEQUIPMENT AND SUPPLY

| <u>Defin-<br/>ition</u> | <u>Class</u>  | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---|---------------------|----------------------------|---------------|--------------|
|                         |   |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 177                     | Superintendent of Equipment<br>and Supply Branch, Post<br>Office Department | \$4,320-4,920       | 1                          | -             | 1            |
| 19-21                   | Chief Clerk   | 3,120-3,720         | 2                          | -             | 2            |
| 148                     | Principal Clerk   | 1,920-2,400         | 8                          | -             | 8            |
| 34                      | Clerk, Grade 4  | 1,620-1,920         | 5                          | -             | 5            |
| 36                      | Clerk, Grade 3  | 1,380-1,620         | 10                         | 2             | 12           |
| 37                      | Clerk, Grade 2  | 1,080-1,380         | 13<br>T 1                  | 1<br>-        | 14<br>T 1    |
| 5                       | Assistant Postal Purchasing<br>Agent and Storekeeper                        | 2,220-2,520         | 1                          | -             | 1            |
| 48                      | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 1                          | -             | 1            |
| 168                     | Stenographer, Grade 3   | 1,380-1,620         | 3                          | -             | 3            |
| 169                     | Stenographer, Grade 2   | 1,080-1,380         | 5                          | -             | 5            |
| 90                      | Office Appliance Operator,<br>Grade 3                                       | 1,260-1,500         | 1                          | -             | 1            |
| 91                      | Office Appliance Operator,<br>Grade 2                                       | 1,020-1,200         | 2                          | -             | 2            |
| 93                      | Packer and Helper   | 1,080-1,200         | 8                          | -             | 8            |
|                         |   |                     | <hr/> 61                   | <hr/> 3       | <hr/> 64     |









POST OFFICE

FINANCIAL

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POST OFFICE

FINANCIAL

ADMINISTRATIVE

General administration of the work of the financial branch, supplying stenographic service and providing staff for the various divisions, controlling the establishment or withdrawal of money order and savings bank business of all post offices throughout the Dominion and performing other related work.



POST OFFICE

FINANCIAL

ADMINISTRATIVE

| <u>Definition</u> | <u>Class</u>   | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------|--|---------------------|----------------------------|---------------|--------------|
|                   |  |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 174               | Superintendent, Financial<br>Branch, Post Office<br>Department | \$4,800-5,400       | 1                          | -             | 1            |
| 56                | Head Clerk   | 2,520-3,000         | 1                          | -             | 1            |
| 34                | Clerk, Grade 4   | 1,620-1,920         | 3                          | -             | 3            |
| 36                | Clerk, Grade 3   | 1,380-1,620         | 2                          | -             | 2            |
| 37                | Clerk, Grade 2   | 1,080-1,380         | 3                          | -             | 3            |
| 39                | Clerk, Grade 1   | 720-1,020           | 3                          | -             | 3            |
| 168               | Stenographer, Grade 3  | 1,380-1,620         | 2                          | -             | 2            |
| 169               | Stenographer, Grade 2  | 1,080-1,380         | 16                         | -             | 16           |
| 92                | Office Boy   | 420-660             | 1                          | -             | 1            |
|                   |  |                     | <hr/> 32                   | <hr/> -       | <hr/> 32     |





## POST OFFICE

### FINANCIAL

#### EXPENDITURE

Work of administration and accounting of the total expenditure of the Post Office Department as provided for by Parliamentary appropriations amounting to approximately \$38,000,000 annually.

The work may be divided into two main sections i.e. ( a) The Civil Government Account for the administration of the inside service, dealing with salaries of approximately one thousand permanent officials and employees, and Civil Government Contingencies covering wages for temporary assistance and various expenditures for supplies and incidentals; (b) Post Office Expenditures under which is grouped payment of salaries of outside service employees, payment for mail transportation, miscellaneous expenditures, expenditure for the Yukon Territory. All these payments pass through the Expenditure Division and must be checked and audited by that Division.



POST OFFICE

FINANCIAL

EXPENDITURE

| <u>Defin-<br/>ition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 46                      | Departmental Accountant,<br>Grade 3   | \$2,700-3,120       | 1                          | -             | 1            |
| 47                      | Departmental Accountant,<br>Grade 2   | 2,220-2,700         | 1                          | -             | 1            |
| 48                      | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 2                          | -             | 2            |
| 148                     | Principal Clerk                       | 1,920-2,400         | 3                          | -             | 3            |
| 34                      | Clerk, Grade 4                        | 1,620-1,920         | 4                          | -             | 4            |
| 36                      | Clerk, Grade 3                        | 1,380-1,620         | 2                          | -             | 2            |
| 37                      | Clerk, Grade 2                        | 1,080-1,380         | 10                         | -             | 10           |
| 39                      | Clerk, Grade 1                        | 720-1,020           | 1                          | -             | 1            |
| 91                      | Office Appliance Operator,<br>Grade 2 | 1,020-1,200         | 1                          | -             | 1            |
|                         |                                       |                     | <hr/> 25                   | <hr/> -       | <hr/> 25     |



POST OFFICE

FINANCIAL

MONEY ORDER

Controls the issue and payment of Money Orders in all post offices throughout Canada.

The Money Order Division may be grouped into two sections (a) the Audit Section, and (b) the Correspondence and International Business Section.

(a)

THE AUDIT SECTION

Receipt of Postmasters' returns together with related vouchers. Checking vouchers against entries in Postmasters' returns.

Punching of cards in preparation for mechanical audit.

The audit of all Money Orders issued and paid.

Sorting, listing, tabulating, and filing of paid Money Orders, and mechanical audit cards.

(b)

CORRESPONDENCE AND INTERNATIONAL BUSINESS SECTION

Administration of the Money Order System.

Control of procedure in regard to Money Order Systems.

Issue of duplicates and collection of double payments and repayments.

International correspondence.

Compilation of the statements of Money Order accounts with foreign administrations.





-2-

MONEY ORDER (Cont'd)

Advising foreign administrations of the issue of Money Orders on offices under their control.

Custody of advices in connection with lapsed Money Orders, and settlement or payment of these Money Orders.

Correspondence dealing with irregularities found in the Postmasters' returns and also correspondence with the public in regard to Money Order business.



POST OFFICE

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FINANCIALMONEY ORDER

| <u>Defin-<br/>ition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 175-176                 | Superintendent, Money<br>Order Branch | \$3,720-4,320       | 1                          | -             | 1            |
| 41-42                   | Departmental Accountant,<br>Grade 5   | 3,600-4,140         | 1                          | -             | 1            |
| 44                      | Departmental Accountant,<br>Grade 4   | 3,120-3,600         | 1                          | -             | 1            |
| 46                      | Departmental Accountant,<br>Grade 3   | 2,700-3,120         | 1                          | 1             | 2            |
| 47                      | Departmental Accountant,<br>Grade 2   | 2,220-2,700         | 3                          | -             | 3            |
| 48                      | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 6                          | 3             | 9            |
| 19                      | Chief Clerk                           | 3,120-3,720         | -                          | 1             | 1            |
| 56                      | Head Clerk                            | 2,520-3,000         | 2                          | 1             | 3            |
| 148                     | Principal Clerk                       | 1,920-2,400         | 4                          | 1             | 5            |
| 34                      | Clerk, Grade 4                        | 1,620-1,920         | 25                         | 2             | 27           |
| 36                      | Clerk, Grade 3                        | 1,380-1,620         | 44                         | 12            | 56           |
| 37                      | Clerk, Grade 2                        | 1,080-1,380         | 22                         | 26            | 48           |
| 39                      | Clerk, Grade 1                        | 720-1,020           | 21                         | 2             | 23           |
| 168                     | Stenographer, Grade 3                 | 1,380-1,620         | 1                          | -             | 1            |
| 193                     | Typist, Grade 2                       | 1,080-1,380         | 12                         | 2             | 14           |
| 91                      | Office Appliance Operator,<br>Grade 2 | 1,020-1,200         | 66<br>T 2                  | 11<br>-       | 77<br>T 2    |
| 181                     | Senior Messenger                      | 1,080-1,200         | 1                          | -             | 1            |
| 192                     | Truckman                              | 900-1,200           | 2                          | -             | 2            |
| 92                      | Office Boy                            | 420-660             | 3                          | 1             | 4            |
|                         |                                       |                     | 218                        | 63            | 281          |





POST OFFICE

FINANCIAL

POSTAGE STAMP

Orders and receives from the manufacturers all postage stamps, post cards, post bands, stamped envelopes, used in the Dominion of Canada.

Stores these supplies temporarily in vaults and distributes them to the depots and Postmasters throughout Canada.

Controls Postmasters' requisitions for postage stamps, etc.

Destruction of returned postage stamps, unfit for re-issue.

Redemption of post cards and postage supplies.

Compiling statements in regard to postage stamp receipts, and issues a monthly balance sheet showing the transactions of the Department as regards postage stamps, which amounts to approximately \$28,000,000 per year.

Receiving and filling orders from stamp collectors, and carrying on of philatelic work connected with the postage supplies.





POST OFFICE

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FINANCIAL

POSTAGE STAMP

| <u>Defin-<br/>ition</u> | <u>Class</u>                        | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|-------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                     |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 46                      | Departmental Accountant,<br>Grade 3 | \$2,700-3,120       | 1                          | -             | 1            |
| 48                      | Departmental Accountant,<br>Grade 1 | 1,740-2,220         | 1                          | -             | 1            |
| 34                      | Clerk, Grade 4                      | 1,620-1,920         | -                          | 1             | 1            |
| 37                      | Clerk, Grade 2                      | 1,080-1,380         | 6                          | -             | 6            |
| 93                      | Packer and Helper                   | 1,080-1,200         | 5                          | -             | 5            |
|                         |                                     |                     | <hr/>                      | <hr/>         | <hr/>        |
|                         |                                     |                     | 13                         | 1             | 14           |



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POST OFFICE

FINANCIAL

POSTAL NOTE

Orders and receives from the manufacturers all Postal Notes used in Canada.

These Postal Notes are stored temporarily in vaults and distributed by this Division to depots and Postmasters.

Receives all Postal Notes sent in by the Postmasters, checks them with amounts entered in Cash Account Returns, and audits and files the Notes.

Issues duplicates of lost Postal Notes.

Receives and audits paid British Postal Orders.

Carries on correspondence in connection with Postal Note business.

Authorizes, issues, increases, decreases, and withdraws Postmasters' Postal Note Credit Supplies, and regulates requisitions received from the Postmasters. Regulation of Credit Supplies saves the Department large sums yearly.



POST OFFICE

11

FINANCIAL

POSTAL NOTE

| <u>Defin-<br/>ition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 46                      | Departmental Accountant,<br>Grade 3   | \$2,700-3,120       | 1                          | -             | 1            |
| 47                      | Departmental Accountant,<br>Grade 2   | 2,220-2,700         | 1                          | -             | 1            |
| 48                      | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 1                          | -             | 1            |
| 34                      | Clerk, Grade 4                        | 1,620-1,920         | 2                          | -             | 2            |
| 36                      | Clerk, Grade 3                        | 1,380-1,620         | 10                         | -             | 10           |
| 37                      | Clerk, Grade 2                        | 1,080-1,380         | 15                         | -             | 15           |
| 39                      | Clerk, Grade 1                        | 720-1,020           | 5                          | 3             | 8            |
| 193                     | Typist, Grade 2                       | 1,080-1,380         | 2                          | -             | 2            |
| 91                      | Office Appliance Operator,<br>Grade 2 | 1,020-1,200         | 18                         | 1             | 19           |
| 192                     | Truckman                              | 900-1,200           | 1                          | -             | 1            |
| 92                      | Office Boy                            | 420-660             | 1                          | -             | 1            |
|                         |                                       |                     | <hr/> 57                   | <hr/> 4       | <hr/> 61     |





POST OFFICEFINANCIALREVENUE

The work of the Revenue Division may be roughly divided into five principal sections, i.e. Ledger Section, General Ledger Section, Banking Section, Error Section, and the Postage Paid in Cash Section.

This Division has charge of the audit of all postal transactions throughout the Dominion involving adjustment of all shortages, whether due to the fault of the employee or to accident. The revenue for the fiscal year 1929-30 was approximately \$33,000,000.



POST OFFICE

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FINANCIAL

REVENUE

| <u>Defin-<br/>ition</u> | <u>Class</u>                        | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|-------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                     |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 41, 43                  | Departmental Accountant,<br>Grade 5 | \$3,600-4,140       | 1                          | -             | 1            |
| 46                      | Departmental Accountant,<br>Grade 3 | 2,700-3,120         | 1                          | -             | 1            |
| 47                      | Departmental Accountant,<br>Grade 2 | 2,220-2,700         | 3                          | 1             | 4            |
| 48                      | Departmental Accountant,<br>Grade 1 | 1,740-2,220         | 9                          | -             | 9            |
| 56                      | Head Clerk                          | 2,520-3,000         | 2                          | -             | 2            |
| 148                     | Principal Clerk                     | 1,920-2,400         | 4                          | -             | 4            |
| 34                      | Clerk, Grade 4                      | 1,620-1,920         | 11                         | -             | 11           |
| 36                      | Clerk, Grade 3                      | 1,380-1,620         | 46                         | 3             | 49           |
| 37                      | Clerk, Grade 2                      | 1,080-1,380         | 17                         | 3             | 20           |
| 39                      | Clerk, Grade 1                      | 720-1,020           | 3                          | -             | 3            |
| 168                     | Stenographer, Grade 3               | 1,380-1,620         | 1                          | -             | 1            |
|                         |                                     |                     | <hr/> 98                   | <hr/> 7       | <hr/> 105    |



POST OFFICE

FINANCIAL

SALARY WARRANT

Calculating salaries and allowances to be paid Postmasters throughout the Dominion of Canada.

Preparing, auditing and issuing of Salary Warrants, in payment of services.

Checking and auditing paid Salary Warrants of Post Offices, and determining the revenue of non-accounting offices.

Authorizing, and controlling, the issue, increase, decrease and withdrawal of Postage Stamp Credit Supplies.

Preparing the "non-accounting" section of the Postmaster General's report.

Preparing statements of Postmasters' salaries and allowances for the Income Tax Commissioner.

Work in connection with foreign parcel post and checking parcel bills and verification notices.

Preparing parcel post accounts for despatch, and checking parcel post accounts received.

Despatching and receiving remittances in settlement of parcel post account bills.

Conducting correspondence in connection with the above.





POST OFFICE

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FINANCIAL

SALARY WARRANT

| <u>Definition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                   |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 46                | Departmental Accountant,<br>Grade 3   | \$2,700-3,120       | 1                          | -             | 1            |
| 47                | Departmental Accountant,<br>Grade 2   | 2,220-2,700         | 1                          | -             | 1            |
| 48                | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 1                          | -             | 1            |
| 148               | Principal Clerk                       | 1,920-2,400         | 1                          | -             | 1            |
| 34                | Clerk, Grade 4                        | 1,620-1,920         | 3                          | -             | 3            |
| 36                | Clerk, Grade 3                        | 1,380-1,620         | 3                          | -             | 3            |
| 37                | Clerk, Grade 2                        | 1,080-1,380         | 20                         | -             | 20           |
| 39                | Clerk, Grade 1                        | 720-1,020           | 2                          | -             | 2            |
| 90                | Office Appliance Operator,<br>Grade 3 | 1,260-1,500         | -                          | -             | 1            |
| 91                | Office Appliance Operator,<br>Grade 2 | 1,020-1,200         | 1                          | -             | 1            |
|                   |                                       |                     | <hr/>                      | <hr/>         | <hr/>        |
|                   |                                       |                     | 34                         | -             | 34           |



POST OFFICEFINANCIALSAVINGS BANK

Is responsible, under the Financial Superintendent, for maintenance and direction of Post Office Savings Banks throughout the Dominion of Canada.

Receives deposits from persons in Canada, and abroad, either through Branch Offices direct, or through duly authorized Agents.

Repays deposits received.

Transfers funds to and from the Post Office Savings Bank of the United Kingdom, other Banks and financial institutions, trustees, guardians, executors, etc.

Examines, verifies, and settles claims of heirs-at-law, next-of-kin, Legal Representatives, insane and mentally incompetent depositors, etc.

Establishment of the national status of aliens obtaining repayment outside of Canada, and the settlement of accounts belonging to enemy aliens under the Regulations of the Custodian of Enemy Alien Property.

Maintains an accounting and audit system in connection with the above.

Computes and credits interest on deposits received.

Conducts all correspondence in connection with Savings Bank business.





POST OFFICEFINANCIALSAVINGS BANK

| <u>Defin-<br/>ition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 44-45                   | Departmental Accountant,<br>Grade 4   | \$3,120-3,600       | 1                          | -             | 1            |
| 47                      | Departmental Accountant,<br>Grade 2   | 2,220-2,700         | 1                          | -             | 1            |
| 48                      | Departmental Accountant,<br>Grade 1   | 1,740-2,220         | 3                          | -             | 3            |
| 96                      | Postal Claims Examiner                | 2,040-2,520         | 1                          | -             | 1            |
| 148                     | Principal Clerk                       | 1,920-2,400         | 1                          | -             | 1            |
| 34                      | Clerk, Grade 4                        | 1,620-1,920         | 4                          | -             | 4            |
| 36                      | Clerk, Grade 3                        | 1,380-1,620         | 6                          | -             | 6            |
| 37                      | Clerk, Grade 2                        | 1,080-1,380         | 9                          | -             | 9            |
| 39                      | Clerk, Grade 1                        | 720-1,020           | 4                          | -             | 4            |
| 40                      | Confidential Messenger                | 1,080-1,320         | 1                          | -             | 1            |
| 91                      | Office Appliance Operator,<br>Grade 2 | 1,020-1,200         | 1                          | -             | 1            |
|                         |                                       |                     | <hr/> 32                   | <hr/> -       | <hr/> 32     |









## POST OFFICE

### MAIL CONTRACTS

Arranging and supervising all contracts for the conveyance of mails throughout Canada - excepting the arrangements made with Railway and Steamboat Companies, and Aeroplane Companies.

Arranging and supervising all contracts for the clearance of Street Letter Boxes and Parcel receptacles, and supervising the locations of same.

Arranging and supervising all contracts for the conveyance of letter carriers.

Arranging for the conveyance and distribution in cities of Parcel Post packages.

Completing arrangements for mail services before the Department can issue instructions to open or close any Post Office or make any change in the location of any existing office.

Dealing with all special and extraordinary mail service arrangements brought about by unforeseen conditions.

Dealing with all applications for transfer or modification of contracts and all questions affecting conditions of contracts, applications for release of contractors or for increase of pay.

Deciding all questions pertaining to the frequency of mail service to all post offices not served directly by Aeroplane.

There are over 13,000 mail contracts under the jurisdiction of the Mail Contracts Branch, entailing an expenditure of approximately six and one-half million dollars annually.



POST OFFICE

MAIL CONTRACTS

| <u>Defin-<br/>ition</u> | <u>Class</u>                        | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|-------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                     |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 178                     | Superintendent of Mail<br>Contracts | \$3,720-4,620       | 1                          | -             | 1            |
| 183                     | Supervisor, Mail Contracts          | 2,820-3,420         | 2                          | -             | 2            |
| 148                     | Principal Clerk                     | 1,920-2,400         | -                          | 2             | 2            |
| 34                      | Clerk, Grade 4                      | 1,620-1,920         | 4                          | -             | 4            |
| 36                      | Clerk, Grade 3                      | 1,380-1,620         | 4                          | 1             | 5            |
| 37                      | Clerk, Grade 2                      | 1,080-1,380         | 3                          | -             | 3            |
| 168                     | Stenographer, Grade 3               | 1,380-1,620         | 1                          | -             | 1            |
| 169                     | Stenographer, Grade 2               | 1,080-1,380         | 5<br>T 1                   | 2<br>-        | 7<br>T 1     |
|                         |                                     |                     | <hr/> 21                   | <hr/> 5       | <hr/> 26     |









## POST OFFICE

### POSTAL SERVICE

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POST OFFICE

POSTAL SERVICE

GENERAL

General administration of the Postal Service Branch comprising the air mail, railway mail, inspection and post office services.





POST OFFICEPOSTAL SERVICEGENERAL

| <u>Defin-<br/>ition</u> | <u>Class</u>  | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---|---------------------|----------------------------|---------------|--------------|
|                         |   |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 3-4                     | Assistant Deputy Postmaster<br>General and General Super-<br>intendent of Postal<br>Service | \$5,400-5,700       | 1                          | -             | 1            |
| 148                     | Principal Clerk   | 1,920-2,400         | 1                          | -             | 1            |
|                         |   |                     | <hr/> 2                    | <hr/> -       | <hr/> 2      |



POST OFFICE

POSTAL SERVICE

AIR MAIL

To deal with all matters pertaining to the carriage of mail by air within Canada;

To issue to the Canadian Postal Service regulations governing air mail services and the character of mail matter to be carried by air; also all instructions relative to air mail services, both existing and proposed, and as to variations in schedule both for Canadian and United States air mail routes;

To handle all correspondence, statements, reports and returns of any description pertaining to air mail.

To conduct negotiations leading up to and the awarding of contracts for the performance of air mail services;

To cooperate in the preparation of publicity material.

To prepare estimates of probable annual expenditures.

To compile data relating to air mail service and air transportation generally in Canada and other countries.

To deal with all philatelic matters pertaining to and arising out of air mail service activities.



POST OFFICEPOSTAL SERVICEAIR MAIL

| <u>Defin-<br/>ition</u> | <u>Class</u>                              | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---|---------------------|----------------------------|---------------|--------------|
|                         |   |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 28-29                   | Chief Superintendent,<br>Air Mail Service | \$3,720-4,620       | 1                          | -             | 1            |
| 56,60                   | Head Clerk                                | 2,520-3,000         | 1                          | -             | 1            |
| 148                     | Principal Clerk                           | 1,920-2,400         | 2                          | -             | 2            |
| 34                      | Clerk, Grade 4                            | 1,620-1,920         | 2                          | 1             | 3            |
| 36                      | Clerk, Grade 3                            | 1,380-1,620         | 1                          | -             | 1            |
| 37                      | Clerk, Grade 2                            | 1,080-1,380         | 2                          | -             | 2            |
| 168                     | Stenographer, Grade 3                     | 1,380-1,620         | 1                          | -             | 1            |
| 169                     | Stenographer, Grade 2                     | 1,080-1,380         | 3                          | 1             | 4            |
|                         |   |                     | <hr/> 13                   | <hr/> 2       | <hr/> 15     |





## POST OFFICE

## POSTAL SERVICE

### INSPECTION

The inspection Service of the Postal Service Branch deals with cases involving lost, missent or delayed mail matter, both domestic and foreign; thefts, robberies and forgeries; supervision of the work of Postal District Offices including inspections of Post Offices, enquiries and investigations, appointments of staff, classification and other changes; keeping records of inspections, investigations and other work of Postal Districts; supervision of the handling of dead mail matter in Canada and exchange of dead mail matter with foreign countries.



POST OFFICEPOSTAL SERVICEINSPECTION

| <u>Definition</u> | <u>Class</u>                     | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------|----------------------------------|---------------------|----------------------------|---------------|--------------|
|                   |                                  |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 26-27             | Chief Inspector, Postal Service  | \$4,320-5,220       | 1                          | -             | 1            |
| 167               | Special Post Office Investigator | 3,720-4,320         | 1                          | -             | 1            |
| 181-182           | Supervisor, Inspection Service   | 2,820-3,420         | 1                          | -             | 1            |
| 56                | Head Clerk                       | 2,520-3,000         | 2                          | -             | 2            |
| 148               | Principal Clerk                  | 1,920-2,400         | 5                          | -             | 5            |
| 34                | Clerk, Grade 4                   | 1,620-1,920         | 4                          | -             | 4            |
| 36                | Clerk, Grade 3                   | 1,380-1,620         | 3                          | 2             | 5            |
| 37                | Clerk, Grade 2                   | 1,080-1,380         | 7                          | -             | 7            |
| 39                | Clerk, Grade 1                   | 720-1,020           | -                          | 1             | 1            |
| 162,164           | Senior Postal Clerk              | 1,860-2,040         | 2                          | -             | 2            |
| 97-98             | Postal Clerk                     | 1,080-1,740         | 12                         | -             | 12           |
| 168               | Stenographer, Grade 3            | 1,380-1,620         | 2                          | -             | 2            |
| 169               | Stenographer, Grade 2            | 1,080-1,380         | 6                          | -             | 6            |
| 73                | Junior Translator                | 1,080-1,380         | 1                          | -             | 1            |
| 194               | Typist, Grade 1                  | 720-1,020           | 1                          | -             | 1            |
| 40                | Confidential Messenger           | 1,080-1,320         | 1                          | -             | 1            |
| 87                | Messenger                        | 720-1,020           | 1                          | -             | 1            |
|                   |                                  |                     | <hr/>                      | <hr/>         | <hr/>        |
|                   |                                  |                     | 50                         | 3             | 53           |





## POST OFFICE

### POSTAL SERVICE

#### POSTAL DISTRICT OFFICE

For post office administrative purposes the Dominion of Canada is divided into fourteen postal districts. These postal districts are field organization units representing the four divisions of the postal service branch at headquarters, namely, the post office service, the inspection service, the railway mail service and the air mail service.

The chief functions of a postal district office are,-

- To establish and maintain postal activities within a district.

- To inspect post offices, railway post offices, baggage car and steamboat services, etc.

- To deal with enquiries concerning the loss or mistreatment of mail.

- To deal with dead and undelivered mail matter.

- To perform other related work as required.





POST OFFICE

POSTAL SERVICE

POSTAL DISTRICT OFFICES

| <u>Defin-<br/>ition</u> | <u>Class</u>                                 | <u>Salary Range</u>          | <u>Number of Positions</u> |               |              |
|-------------------------|--|------------------------------|----------------------------|---------------|--------------|
|                         |  |                              | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 54                      | District Superintendent<br>of Postal Service | \$4,320-5,220<br>3,720-4,620 | 2<br>12                    | -<br>-        | 2<br>12      |
| 70                      | Inspector of Postal Ser-<br>vice             | 2,520-3,240                  | 50                         | 3             | 53           |
| 53                      | District Examiner, Postal<br>Service         | 2,340-2,700                  | 9                          | 2             | 11           |
| 67-68                   | Head Postal Clerk                            | 2,520-3,000                  | 4                          | -             | 4            |
| 149-150                 | Principal Postal Clerk                       | 2,100-2,400                  | 42                         | 3             | 45           |
| 162,165                 | Senior Postal Clerk                          | 1,860-2,040                  | 67                         | 1             | 68           |
| 97,99                   | Postal Clerk                                 | 1,080-1,740                  | 155                        | 6             | 161          |
| 34-35                   | Clerk, Grade 4                               | 1,620-1,920                  | 2                          | -             | 2            |
| 168                     | Stenographer, Grade 3                        | 1,380-1,620                  | 13                         | -             | 13           |
| 169                     | Stenographer, Grade 2                        | 1,080-1,380                  | 62                         | 5             | 67           |
| 80-81                   | Mail Porter                                  | 1,080-1,500                  | 6                          | -             | 6            |
| 37-38                   | Clerk, Grade 2                               | 1,080-1,380                  | 6                          | 2             | 8            |
| 94-95                   | Postal Chauffeur                             | 1,140-1,500                  | 2                          | -             | 2            |
| 92                      | Office Boy                                   | 420-660                      | 2                          | -             | 2            |
|                         |  |                              | <u>454</u>                 | <u>22</u>     | <u>476</u>   |



POST OFFICE

POSTAL SERVICE

POST OFFICE SERVICE

Administration and control of operations in staff post offices.

Planning new post office buildings and changes and additions thereto.

Establishment, maintenance, management, etc. of revenue post offices.



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POST OFFICE

POSTAL SERVICE

POST OFFICE SERVICE

| <u>Definition</u> | <u>Class</u>  | <u>Salary Range</u>        | <u>Number of Positions</u> |               |              |
|-------------------|---|----------------------------|----------------------------|---------------|--------------|
|                   |   |                            | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 30-31             | Chief Superintendent of Post Office Service         | \$4,320-5,220              | 1                          | -             | 1            |
| 2                 | Assistant Chief Superintendent, Post Office Service | 3,420-3,960                | 1                          | -             | 1            |
| 187-189           | Supervisor, Post Office Service                     | 2,820-3,420                | 3                          | -             | 3            |
| 56                | Head Clerk  | 2,520-3,000                | 1                          | -             | 1            |
| 148               | Principal Clerk                                     | 1,920-2,400                | 5                          | -             | 5            |
| 34                | Clerk, Grade 4                                      | 1,620-1,920                | 10                         | -             | 10           |
| 36                | Clerk, Grade 3                                      | 1,380-1,620                | 11                         | 1             | 12           |
| 37                | Clerk, Grade 2                                      | 1,080-1,380                | 9<br>T 1                   | 3<br>-        | 12<br>T 1    |
| 158               | P Senior Draftsman                                  | 1,800-2,160<br>1,800-2,160 | 2                          | -             | 2            |
| 1                 | P Architectural Draftsman                           | 1,500-1,800<br>1,800-2,160 | 1                          | -             | 1            |
| 84                | P Mechanical Draftsman                              | 1,500-1,800<br>1,800-2,160 | 1                          | -             | 1            |
| 83                | P Map Draftsman                                     | 1,500-1,800<br>1,800-2,160 | 1                          | -             | 1            |
| 168               | Stenographer, Grade 3                               | 1,380-1,620                | 4                          | -             | 4            |
| 169               | Stenographer, Grade 2                               | 1,080-1,380                | 12<br>T 2                  | 3<br>-        | 15<br>T 2    |
| 193               | Typist, Grade 2                                     | 1,080-1,380                | 1                          | -             | 1            |
| 92                | Office Boy  | 420-660                    | 1                          | -             | 1            |
|                   |   |                            | <hr/> 67                   | <hr/> 7       | <hr/> 74     |





POST OFFICEPOSTAL SERVICEREVENUE POST OFFICE

Positions in this division of the service are peculiar in the following respects,-

The compensation is paid from the gross revenue collected by the Department and only the net revenue is transferred to the Finance Department. The compensation is not paid from Parliamentary Appropriation.

Revenue Post Offices operate under a great variety of conditions and comprise offices with revenues from \$10. or \$12. a year to offices with revenues of, in some cases, \$20,000 to \$30,000 a year.

The compensation is on a percentage basis with special allowances for certain features of the work. The compensation is supposed to cover the remuneration of the Postmaster and his assistants and in some cases contingent expenses paid by the Postmaster.



POST OFFICE

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POSTAL SERVICE

POST OFFICE SERVICE

REVENUE POST OFFICE

| <u>Definition</u> | <u>Class</u>                   | <u>Salary Range</u>                                    | <u>Number of Positions</u> |               |                |
|-------------------|--------------------------------|--|----------------------------|---------------|----------------|
|                   |                                |  | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u>   |
| 112-113           | Postmaster, Fort McMurray      | \$1,860-2,100  | 1                          | -             | 1              |
| 108-109           | Postmaster, Atlin              | 1,080-1,800  | 1                          | -             | 1              |
| 114               | Postmaster, Fort Resolution    | 1,020-1,080  | 1                          | -             | 1              |
| 143               | Postmaster, Keno Hill          | 600  | 1                          | -             | 1              |
| 115-117           | Postmaster, Grade 2<br>Office  | Compensation based<br>on revenue and work<br>performed | 5,487<br>T 161             | -             | 5,487<br>T 161 |
| 118-120           | Postmaster, Grade 1<br>Office  | do   | 5,573<br>T 178             | -             | 5,573<br>T 178 |
| 171-172           | Sub Postmaster, Accounting     | do   | 559<br>T 13                | -             | 559<br>T 13    |
| 173               | Sub Postmaster, Non-Accounting | do   | 88<br>T 5                  | -             | 88<br>T 5      |
|                   |                                |  | 12,068                     | -             | 12,068         |

Note: All positions of Postmaster in Revenue post offices where the revenue does not exceed \$400 per annum are Exempt.





POST OFFICE

POSTAL SERVICE

STAFF POST OFFICE

The chief functions of a staff post office are to collect, safeguard and account for the revenue of the office, to issue such instructions as may be necessary to secure the prompt and expeditious handling of mail matter, to deal with complaints and make adjustments, to make reports to and carry out instructions received from the department, and to perform other related work.





POST OFFICE

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POSTAL SERVICE

POST OFFICE SERVICE

STAFF POST OFFICE

| <u>Defin-<br/>ition</u> | <u>Class</u>                          | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------------|---------------------------------------|---------------------|----------------------------|---------------|--------------|
|                         |                                       |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 121-122                 | Postmaster, Grade 12 Office           | \$5,100-5,700       | 2                          | -             | 2            |
| 123-124                 | Postmaster, Grade 11 Office           | 4,620-5,220         | 1                          | -             | 1            |
| 125-126                 | Postmaster, Grade 10 Office           | 4,320-4,680         | 1                          | -             | 1            |
| 127-128                 | Postmaster, Grade 9 Office            | 4,200-4,560         | 1                          | -             | 1            |
| 129-130                 | Postmaster, Grade 8A Office           | 3,840-4,080         | 2                          | -             | 2            |
| 131-132                 | Postmaster, Grade 8 Office            | 3,480-3,720         | 6                          | -             | 6            |
| 133-134                 | Postmaster, Grade 7 Office            | 3,180-3,420         | 5                          | -             | 5            |
| 135-136                 | Postmaster, Grade 6 Office            | 2,880-3,120         | 10                         | -             | 10           |
| 137-138                 | Postmaster, Grade 5 Office            | 2,640-2,880         | 15                         | -             | 15           |
| 139-140                 | Postmaster, Grade 4 Office            | 2,400-2,640         | 18                         | 1             | 19           |
| 141-142                 | Postmaster, Grade 3 Office            | 2,160-2,400         | 4                          | -             | 4            |
| 110-111                 | Postmaster, Dawson                    | 6,000               | 1                          | -             | 1            |
| 146-147                 | Postmaster, White Horse               | 3,000-3,120         | 1                          | -             | 1            |
| 144-145                 | Postmaster, Prince Rupert             | 2,500-2,620         | 1                          | -             | 1            |
| 6                       | Assistant Postmaster, Grade 12 Office | 3,960-4,320         | 2                          | -             | 2            |
| 7                       | Assistant Postmaster, Grade 11 Office | 3,540-3,900         | 1                          | -             | 1            |
| 8                       | Assistant Postmaster, Grade 10 Office | 3,540-3,900         | 1                          | -             | 1            |
| 9                       | Assistant Postmaster, Grade 9 Office  | 3,480-3,720         | 1                          | -             | 1            |
| 10                      | Assistant Postmaster, Grade 8A Office | 3,180-3,420         | 2                          | -             | 2            |

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POST OFFICE

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POSTAL SERVICEPOST OFFICE SERVICESTAFF POST OFFICE

| <u>Defin-<br/>ition</u> | <u>Class</u>   | <u>Salary Range</u>   | <u>Number of Positions</u> |                       |                        |
|-------------------------|--|---|----------------------------|-----------------------|------------------------|
|                         |  |   | <u>Occupied</u>            | <u>Vacant</u>         | <u>Total</u>           |
| 11                      | Assistant Postmaster,<br>Grade 8 Office                        | \$2,880-3,120   | 5                          | 1                     | 6                      |
| 12                      | Assistant Postmaster,<br>Grade 7 Office                        | 2,580-2,820   | 4                          | 1                     | 5                      |
| 13                      | Assistant Postmaster,<br>Grade 6 Office                        | 2,340-2,580   | 10                         | -                     | 10                     |
| 14                      | Assistant Postmaster,<br>Grade 5 Office                        | 2,220-2,400   | 15                         | -                     | 15                     |
| 15                      | Assistant Postmaster,<br>Grade 4 Office                        | 2,100-2,220   | 16                         | -                     | 16                     |
| 16                      | Assistant Postmaster,<br>Grade 3 Office                        | 1,860-2,040   | 3                          | -                     | 3                      |
| 88                      | Night Postal Superintendent,<br>Grade 12 Post Office           | 3,360-3,600   | 2                          | -                     | 2                      |
| 180                     | Superintendent, Secretarial<br>Branch, Grade 12 Post<br>Office | 3,120-3,360   | 2                          | -                     | 2                      |
| 89                      | Night Postal Supervisor  | 3,000-3,240<br>2,880-3,120<br>2,760-3,000                               | 1<br>1<br>1                | -<br>-<br>-           | 1<br>1<br>1            |
| 179                     | Superintendent of Mails,<br>Grade 12 Post Office               | 3,000-3,240   | 4                          | -                     | 4                      |
| 184                     | Supervisor of Mails  | 2,640-2,880<br>2,520-2,760<br>2,400-2,640<br>2,280-2,520<br>2,160-2,400 | 2<br>2<br>2<br>4<br>11     | -<br>-<br>-<br>-<br>- | 2<br>2<br>2<br>4<br>11 |
| 67                      | Head Postal Clerk  | 2,520-3,000   | 9                          | -                     | 9                      |
| 149                     | Principal Postal Clerk   | 2,100-2,400   | 61                         | 1                     | 62                     |
| 182                     | Senior Postal Clerk  | 1,860-2,040   | 259                        | 2                     | 261                    |





POSTAL SERVICE

POST OFFICE SERVICE

STAFF POST OFFICE

| <u>Definition</u> | <u>Class</u>                        | <u>Salary Range</u>        | <u>Number of Positions</u> |               |              |
|-------------------|-------------------------------------|----------------------------|----------------------------|---------------|--------------|
|                   |                                     |                            | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 101               | Postal Clerk, Dawson                | \$2,520-2,640              | 3                          | -             | 3            |
| 97,100            | Postal Clerk                        | 1,080-1,740                | 2,778                      | 3             | 2,779        |
|                   |                                     | 1,080-1,620                | T 1<br>294                 | -<br>5        | T 1<br>299   |
| 56                | Head Clerk                          | 2,520-3,000                | 1                          | -             | 1            |
| 148               | Principal Clerk                     | 1,920-2,400                | 4                          | -             | 4            |
| 34                | Clerk, Grade 4                      | 1,620-1,920                | 13                         | -             | 13           |
| 36                | Clerk, Grade 3                      | 1,380-1,620                | 5                          | 1             | 6            |
| 37                | Clerk, Grade 2                      | 1,080-1,380                | 36<br>T 3                  | 1<br>-        | 37<br>T 3    |
| 39                | Clerk, Grade 1                      | 720-1,020                  | 13                         | 1             | 14           |
| 76                | Letter Carrier Superintendent       | 2,400-2,760<br>2,100-2,400 | 2<br>2                     | -<br>-        | 2<br>2       |
| 77                | Letter Carrier Supervisor           | 1,980-2,100                | 4                          | -             | 4            |
| 75                | Letter Carrier Overseer             | 1,800-1,920                | 28                         | -             | 28           |
| 47                | Departmental Accountant,<br>Grade 2 | 2,220-2,700                | 2                          | -             | 2            |
| 48                | Departmental Accountant,<br>Grade 1 | 1,740-2,220                | 11                         | -             | 11           |
| 104               | Postal Garage Superintendent        | 2,160-2,520                | 1                          | -             | 1            |
| 105               | Postal Garage Supervisor            | 1,920-2,400                | 1                          | -             | 1            |
| 102               | Postal Garage Foreman               | 1,620-1,800                | 2                          | -             | 2            |
| 103               | Postal Garage Repairman             | 1,440-1,620                | 7                          | -             | 7            |
| 94                | Postal Chauffeur                    | 1,140-1,500                | 54<br>T 3                  | -<br>-        | 54<br>T 3    |

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POST OFFICE

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POSTAL SERVICEPOST OFFICE SERVICESTAFF POST OFFICE

| <u>Definition</u> | <u>Class</u>             | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------|--------------------------|---------------------|----------------------------|---------------|--------------|
|                   |                          |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 151               | Principal Transfer Agent | \$1,740-2,040       | 2                          | -             | 2            |
| 107               | Postal Information Clerk | 1,680-1,920         | 9                          | -             | 9            |
| 159               | Senior Letter Carrier    | 1,360-1,680         | 82                         | -             | 82           |
| 74                | Letter Carrier           | 1,080-1,500         | 2,859<br>T 6               | 7<br>-        | 2,866<br>T 6 |
| 160               | Senior Mail Porter       | 1,500-1,680         | 37                         | -             | 37           |
| 80,82             | Mail Porter              | 1,080-1,500         | 755<br>T 5                 | 2<br>-        | 757<br>T 5   |
| 55                | Draftsman                | 1,500-1,800         | 1                          | -             | 1            |
| 72                | Junior Draftsman         | 1,140-1,440         | 1                          | -             | 1            |
| 168               | Stenographer, Grade 3    | 1,380-1,620         | 4                          | -             | 4            |
| 169               | Stenographer, Grade 2    | 1,080-1,380         | 36<br>T 7                  | 1<br>-        | 37<br>T 7    |
| 170               | Stenographer, Grade 1    | 720-1,020           | 3<br>T 2                   | -<br>-        | 3<br>T 2     |
| 193               | Typist, Grade 2          | 1,080-1,380         | 4<br>T 1                   | -<br>-        | 4<br>T 1     |
| 106               | Postal Helper            | 1,020-1,320         | 776<br>T 626               | 7<br>-        | 783<br>T 626 |
|                   | Part Time                |                     | 238                        | -             | 238          |
| 195               | Watchman                 | 900-1,200           | 7                          | -             | 7            |
| 190               | Telephone Operator       | 720-960             | 4                          | -             | 4            |
| 92                | Office Boy               | 420-660             | 2                          | -             | 2            |
| 79                | E Machinist Foreman      | P.R.                | 3                          | 1             | 4            |
| 78                | E Machinist              | P.R.                | 9                          | -             | 9            |
|                   | E Carpenter              | P.R.                | 2                          | -             | 2            |
|                   |                          |                     | 9,236                      | 35            | 9,271        |



POST OFFICE

POSTAL SERVICE

RAILWAY MAIL SERVICE

The Railway Mail Service is responsible for the authorization and management of the transportation of mails both Domestic and Foreign by Railroads and Steam Boats including the keeping of records of performance and the preauditing and certification of accounts of Railroad and Steamboat Companies; deals with the claims of public carriers for rates of payment for the carriage of mails and the application of rules governing same; is responsible for the proper layout and equipment of postal cars; controls the work and staff of the Railway Mail Service including the related direction in the various district offices as well as the statutory examinations of Post Office employees throughout the Postal Service; is responsible for the distribution, routing and expeditious handling of mails in transit and the preparation of rail, water and air schedules and distribution schemes both domestic and international standpoint in relation thereto; regulates the imposition of fines and deductions for non-performance of duty and service, and to perform other related work as required.





POST OFFICEPOSTAL SERVICERAILWAY MAIL

| <u>Definition</u> | <u>Class</u>                                    | <u>Salary Range</u> | <u>Number of Positions</u> |               |              |
|-------------------|---|---------------------|----------------------------|---------------|--------------|
|                   |   |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 32-33             | Chief Superintendent of<br>Railway Mail Service | \$4,320-5,220       | 1                          | -             | 1            |
| 19,22             | Chief Clerk                                     | 3,120-3,720         | 1                          | -             | 1            |
| 56-59             | Head Clerk                                      | 2,520-3,000         | 3                          | -             | 3            |
| 148               | Principal Clerk                                 | 1,920-2,400         | 3                          | -             | 3            |
| 162-163           | Senior Postal Clerk                             | 1,860-2,040         | 3                          | -             | 3            |
| 34                | Clerk, Grade 4                                  | 1,620-1,920         | 3                          | -             | 3            |
| 36                | Clerk, Grade 3                                  | 1,380-1,620         | 1                          | 1             | 2            |
| 37                | Clerk, Grade 2                                  | 1,080-1,380         | 2                          | 1             | 3            |
| 168               | Stenographer, Grade 3                           | 1,380-1,620         | 2                          | -             | 2            |
| 169               | Stenographer, Grade 2                           | 1,080-1,380         | 4                          | -             | 4            |
| 153-154           | Railway Mail Clerk                              | 1,080-1,800         | 1293                       | 70            | 1363         |
|                   | NC-Allowance: Mileage                           |                     |                            |               |              |
|                   |   |                     | <hr/> 1316                 | <hr/> 72      | <hr/> 1388   |









## POST OFFICE

### SECRETARY ADMINISTRATIVE

It is the function of this branch to make recommendations regarding postal rates, the classification of mail matter, the exclusion of matter from the mails, etc. Other functions are to have charge of the international postal relations and to carry on negotiations with the Postal Union, to develop public services such as the prepayment of postage in cash, parcel post, special delivery, etc., to deal with enquiries and complaints, to conduct correspondence, and issue instructions respecting the above subjects and to perform other related work.



POST OFFICE

SECRETARY ADMINISTRATIVE

| <u>Defin-<br/>ition</u> | <u>Class</u>                         | <u>Salary Range</u>        | <u>Number of Positions</u> |               |              |
|-------------------------|--------------------------------------|----------------------------|----------------------------|---------------|--------------|
|                         |                                      |                            | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 156-157                 | Secretary, Post Office<br>Department | \$3,720-4,620              | 1                          | -             | 1            |
| 71                      | P Junior Departmental<br>Solicitor   | 2,640-3,360<br>3,420-3,900 | 1                          | -             | 1            |
| 19,23-25                | Chief Clerk                          | 3,120-3,720                | 1                          | -             | 1            |
| 56,61-64                | Head Clerk                           | 2,520-3,000                | 2                          | -             | 2            |
| 148                     | Principal Clerk                      | 1,920-2,400                | 3                          | -             | 3            |
| 34                      | Clerk, Grade 4                       | 1,620-1,920                | 3                          | -             | 3            |
| 36                      | Clerk, Grade 3                       | 1,380-1,620                | 4                          | -             | 4            |
| 37                      | Clerk, Grade 2                       | 1,080-1,380                | 3                          | -             | 3            |
| 39                      | Clerk, Grade 1                       | 720-1,020                  | 1                          | -             | 1            |
| 169                     | Stenographer, Grade 2                | 1,080-1,380                | 7                          | -             | 7            |
| 40                      | Confidential Messenger               | 1,080-1,320                | 1                          | -             | 1            |
| 161                     | Senior Messenger                     | 1,080-1,200                | 1                          | -             | 1            |
| 87                      | Messenger                            | 720-1,020                  | 1                          | -             | 1            |
| 92                      | Office Boy                           | 420-660                    | 1                          | -             | 1            |
|                         |                                      |                            | <hr/> 30                   | <hr/> -       | <hr/> 30     |









POST OFFICE

STAFF AND PUBLICITY

This branch has charge of all personnel matters in connection with the headquarters staff, prepares the estimates for the postal service, carries on the publicity work of the department, performs translating and other related work as required.



POST OFFICE

STAFF AND PUBLICITY

| <u>Defin-<br/>ition</u> | <u>Class</u>                              | <u>Salary Range</u>        | <u>Number of Positions</u> |               |              |
|-------------------------|---|----------------------------|----------------------------|---------------|--------------|
|                         |   |                            | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| 50-52                   | Director of Staff and<br>Postal Publicity | \$3,720-4,620              | 1                          | -             | 1            |
| 69                      | P Head Translator                         | 3,060-3,420<br>3,420-3,900 | 1                          | -             | 1            |
| 166                     | P Senior Translator                       | 1,920-2,400<br>2,280-2,760 | 2                          | -             | 2            |
| 191                     | P Translator                              | 1,440-1,860<br>1,800-2,160 | 1                          | -             | 1            |
| 56,65-66                | Head Clerk                                | 2,520-3,000                | 2                          | -             | 2            |
| 148                     | Principal Clerk                           | 1,920-2,400                | 2                          | -             | 2            |
| 34                      | Clerk, Grade 4                            | 1,620-1,920                | 2                          | -             | 2            |
| 36                      | Clerk, Grade 3                            | 1,380-1,620                | 4                          | 1             | 5            |
| 37                      | Clerk, Grade 2                            | 1,080-1,380                | 1<br>T 1                   | -             | 1<br>T 1     |
| 39                      | Clerk, Grade 1                            | 720-1,020                  | 2                          | -             | 2            |
| 168                     | Stenographer, Grade 3                     | 1,380-1,620                | 2                          | -             | 2            |
| 169                     | Stenographer, Grade 2                     | 1,080-1,380                | 7                          | -             | 7            |
| 170                     | Stenographer, Grade 1                     | 720-1,020                  | T 1                        | -             | T 1          |
| 193                     | Typist, Grade 2                           | 1,080-1,380                | 1<br>T 4                   | -             | 1<br>T 4     |
| 194                     | Typist, Grade 1                           | 720-1,020                  | 3<br>T 3                   | 1<br>-        | 4<br>T 3     |
| 91                      | Office Appliance Operator,<br>Grade 2     | 1,020-1,200                | 2                          | -             | 2            |
| 185-186                 | Supervisor of Rest Room                   | 720-1,020                  | 1                          | -             | 1            |
|                         |   |                            | <hr/> 43                   | <hr/> 2       | <hr/> 45     |









POST OFFICE

SUMMARY LIST

| <u>Class</u>   | <u>Division</u>      | <u>Number of Positions</u> |               |              |
|--|----------------------|----------------------------|---------------|--------------|
|  |                      | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| P Architectural Draftsman  | Postal Service       |                            |               |              |
|  | Post Office Service  | 1                          | -             | 1            |
| Assistant Chief Superintendent, Post Office Service                              | Postal Service       |                            |               |              |
|  | Post Office Service  | 1                          | -             | 1            |
| Assistant Deputy Postmaster General and General Superintendent of Postal Service | Postal Service       |                            |               |              |
|  | General              | 1                          | -             | 1            |
| Assistant Postal Purchasing Agent and Storekeeper                                | Equipment and Supply | 1                          | -             | 1            |
| Assistant Postmaster, Grade 12 Office  | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 2                          | -             | 2            |
| Assistant Postmaster, Grade 11 Office  | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 1                          | -             | 1            |
| Assistant Postmaster, Grade 10 Office  | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 1                          | -             | 1            |
| Assistant Postmaster, Grade 9 Office   | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 1                          | -             | 1            |
| Assistant Postmaster, Grade 8A Office  | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 2                          | -             | 2            |
| Assistant Postmaster, Grade 8 Office   | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 5                          | 1             | 6            |
| Assistant Postmaster, Grade 7 Office   | Postal Service       |                            |               |              |
|  | Post Office Service  |                            |               |              |
|  | Staff Post Office    | 4                          | 1             | 5            |

(over)



POST OFFICESUMMARY LIST

| <u>Class</u>                                    | <u>Division</u>   | <u>Number of Positions</u> |                       |                       |
|---|---|----------------------------|-----------------------|-----------------------|
|   |   | <u>Occupied</u>            | <u>Vacant</u>         | <u>Total</u>          |
| Assistant Postmaster,<br>Grade 6 Office         | Postal Service<br>Post Office Service<br>Staff Post Office  | 10                         | -                     | 10                    |
| Assistant Postmaster,<br>Grade 5 Office         | Postal Service<br>Post Office Service<br>Staff Post Office  | 15                         | -                     | 15                    |
| Assistant Postmaster,<br>Grade 4 Office         | Postal Service<br>Post Office Service<br>Staff Post Office  | 16                         | -                     | 16                    |
| Assistant Postmaster,<br>Grade 3 Office         | Postal Service<br>Post Office Service<br>Staff Post Office  | 3                          | -                     | 3                     |
| E Assistant Private Secretary                   | Administrative  | 1                          | -                     | 1                     |
| E Carpenter                                     | Postal Service<br>Post Office Service<br>Staff Post Office  | 2                          | -                     | 2                     |
| E Chauffeur                                     | Administrative  | 1                          | -                     | 1                     |
| Chief Clerk                                     | Equipment and Supply<br>Financial<br>Money Order<br>Postal Service<br>Railway Mail<br>Secretary Adminis-<br>trative | 2<br>-<br>1<br>1<br>1<br>1 | -<br>1<br>-<br>-<br>- | 2<br>1<br>1<br>1<br>1 |
| Chief Inspector, Postal<br>Service              | Postal Service<br>Inspection  | 1                          | -                     | 1                     |
| Chief Superintendent, Air<br>Mail Service       | Postal Service<br>Air Mail  | 1                          | -                     | 1                     |
| Chief Superintendent of<br>Post Office Service  | Postal Service<br>Post Office Service   | 1                          | -                     | 1                     |
| Chief Superintendent of<br>Railway Mail Service | Postal Service<br>Railway Mail  | 1                          | -                     | 1                     |

(over)





# POST OFFICE

## SUMMARY LIST

| <u>Class</u>        | <u>Division</u>      | <u>Number of Positions</u> |               |              |
|---------------------|----------------------|----------------------------|---------------|--------------|
|                     |                      | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Clerk, Grade 4      | Administrative       | 2                          | -             | 2            |
|                     | Equipment and Supply | 5                          | -             | 5            |
|                     | Financial            |                            |               |              |
|                     | Administrative       | 3                          | -             | 3            |
|                     | Expenditure          | 4                          | -             | 4            |
|                     | Money Order          | 25                         | 2             | 27           |
|                     | Postage Stamp        | -                          | 1             | 1            |
|                     | Postal Note          | 2                          | -             | 2            |
|                     | Revenue              | 11                         | -             | 11           |
|                     | Salary Warrant       | 3                          | -             | 3            |
|                     | Savings Bank         | 4                          | -             | 4            |
|                     | Mail Contracts       | 4                          | -             | 4            |
|                     | Postal Service       |                            |               |              |
|                     | Air Mail             | 2                          | 1             | 3            |
|                     | Inspection           | 4                          | -             | 4            |
|                     | Postal District      |                            |               |              |
|                     | Offices              | 2                          | -             | 2            |
|                     | Post Office Service  | 10                         | -             | 10           |
|                     | Staff Post Office    | 13                         | -             | 13           |
|                     | Railway Mail         | 3                          | -             | 3            |
|                     | Secretary Adminis-   |                            |               |              |
|                     | trative              | 3                          | -             | 3            |
|                     | Staff and Publicity  | 2                          | -             | 2            |
|                     | Administrative       | 1                          | -             | 1            |
| E<br>Clerk, Grade 3 | Equipment and Supply | 10                         | 2             | 12           |
|                     | Financial            |                            |               |              |
|                     | Administrative       | 2                          | -             | 2            |
|                     | Expenditure          | 2                          | -             | 2            |
|                     | Money Order          | 44                         | 12            | 56           |
|                     | Postal Note          | 10                         | -             | 10           |
|                     | Revenue              | 46                         | 3             | 49           |
|                     | Salary Warrant       | 3                          | -             | 3            |
|                     | Savings Bank         | 6                          | -             | 6            |
|                     | Mail Contracts       | 4                          | 1             | 5            |
|                     | Postal Service       |                            |               |              |
|                     | Air Mail             | 1                          | -             | 1            |
|                     | Inspection           | 3                          | 2             | 5            |
|                     | Post Office Service  | 11                         | 1             | 12           |
|                     | Staff Post Office    | 5                          | 1             | 6            |
|                     | Railway Mail         | 1                          | 1             | 2            |
|                     | Secretary Adminis-   |                            |               |              |
|                     | trative              | 4                          | -             | 4            |
|                     | Staff and Publicity  | 4                          | 1             | 5            |
| Clerk, Grade 2      | Equipment and Supply | 13                         | 1             | 14           |
|                     | Financial            | T 1                        | -             | T 1          |
|                     | Administrative       | 3                          | -             | 3            |

(over)



POST OFFICESUMMARY LIST

| <u>Class</u>               | <u>Division</u>               | <u>Number of Positions</u> |               |              |
|----------------------------|-------------------------------|----------------------------|---------------|--------------|
|                            |                               | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Clerk, Grade 2 (Continued) | Financial                     |                            |               |              |
|                            | Expenditure                   | 10                         | -             | 10           |
|                            | Money Order                   | 22                         | 26            | 48           |
|                            | Postage Stamp                 | 6                          | -             | 6            |
|                            | Postal Note                   | 15                         | -             | 15           |
|                            | Revenue                       | 17                         | 3             | 20           |
|                            | Salary Warrant                | 20                         | -             | 20           |
|                            | Savings Bank                  | 9                          | -             | 9            |
|                            | Mail Contracts                | 3                          | -             | 3            |
|                            | Postal Service                |                            |               |              |
|                            | Air Mail                      | 2                          | -             | 2            |
|                            | Inspection                    | 7                          | -             | 7            |
|                            | Postal District               |                            |               |              |
|                            | Offices                       | 6                          | 2             | 8            |
|                            | Post Office Service           | 9                          | 3             | 12           |
|                            |                               | T 1                        | -             | T 1          |
|                            | Staff Post Office             | 36                         | 1             | 37           |
|                            |                               | T 3                        | -             | T 3          |
|                            | Railway Mail                  | 2                          | 1             | 3            |
|                            | Secretary Adminis-<br>trative | 3                          | -             | 3            |
|                            | Staff and Publicity           | 1                          | -             | 1            |
|                            |                               | T 1                        | -             | T 1          |
| Clerk, Grade 1             | Administrative                | 1                          | -             | 1            |
|                            | Financial                     |                            |               |              |
|                            | Administrative                | 3                          | -             | 3            |
|                            | Expenditure                   | 1                          | -             | 1            |
|                            | Money Order                   | 21                         | 2             | 23           |
|                            | Postal Note                   | 5                          | 3             | 8            |
|                            | Revenue                       | 3                          | -             | 3            |
|                            | Salary Warrant                | 2                          | -             | 2            |
|                            | Savings Bank                  | 4                          | -             | 4            |
|                            | Postal Service                |                            |               |              |
|                            | Inspection                    | -                          | 1             | 1            |
|                            | Post Office Service           |                            |               |              |
|                            | Staff Post Office             | 13                         | 1             | 14           |
|                            | Secretary Adminis-<br>trative | 1                          | -             | 1            |
|                            | Staff and Publicity           | 2                          | -             | 2            |
|                            |                               |                            |               |              |
|                            |                               |                            |               |              |
| Confidential Messenger     | Administrative                | 1                          | 1             | 2            |
|                            | Financial                     |                            |               |              |
|                            | Savings Bank                  | 1                          | -             | 1            |
|                            | Postal Service                |                            |               |              |
|                            | Inspection                    | 1                          | -             | 1            |
|                            | Secretary Adminis-<br>trative | 1                          | -             | 1            |
|                            | Administrative                | 1                          | -             | 1            |

(over)





SUMMARY LIST

| <u>Class</u>                              | <u>Division</u>      | <u>Number of Positions</u> |               |              |
|---|----------------------|----------------------------|---------------|--------------|
|   |                      | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Departmental Accountant,<br>Grade 5       | Financial            |                            |               |              |
|   | Money Order          | 1                          | -             | 1            |
|   | Revenue              | 1                          | -             | 1            |
| Departmental Accountant,<br>Grade 4       | Financial            |                            |               |              |
|   | Money Order          | 1                          | -             | 1            |
|   | Savings Bank         | 1                          | -             | 1            |
| Departmental Accountant,<br>Grade 3       | Financial            |                            |               |              |
|   | Expenditure          | 1                          | -             | 1            |
|   | Money Order          | 1                          | 1             | 2            |
|   | Postage Stamp        | 1                          | -             | 1            |
|   | Postal Note          | 1                          | -             | 1            |
|   | Revenue              | 1                          | -             | 1            |
|   | Salary Warrant       | 1                          | -             | 1            |
| Departmental Accountant,<br>Grade 2       | Financial            |                            |               |              |
|   | Expenditure          | 1                          | -             | 1            |
|   | Money Order          | 3                          | -             | 3            |
|   | Postal Note          | 1                          | -             | 1            |
|   | Revenue              | 3                          | 1             | 4            |
|   | Salary Warrant       | 1                          | -             | 1            |
|   | Savings Bank         | 1                          | -             | 1            |
|   | Postal Service       |                            |               |              |
|   | Post Office Service  |                            |               |              |
|   | Staff Post Office    | 2                          | -             | 2            |
| Departmental Accountant,<br>Grade 1       | Equipment and Supply | 1                          | -             | 1            |
|   | Financial            |                            |               |              |
|   | Expenditure          | 2                          | -             | 2            |
|   | Money Order          | 6                          | 3             | 9            |
|   | Postage Stamp        | 1                          | -             | 1            |
|   | Postal Note          | 1                          | -             | 1            |
|   | Revenue              | 9                          | -             | 9            |
|   | Salary Warrant       | 1                          | -             | 1            |
|   | Savings Bank         | 3                          | -             | 3            |
|   | Postal Service       |                            |               |              |
|   | Post Office Service  |                            |               |              |
|   | Staff Post Office    | 11                         | -             | 11           |
| Deputy Postmaster General                 | Administrative       | 1                          | -             | 1            |
| Director of Staff and<br>Postal Publicity | Staff and Publicity  | 1                          | -             | 1            |

(over)





SUMMARY LIST

| <u>Class</u>                              | <u>Division</u>  | <u>Number of Positions</u> |               |              |
|---|--|----------------------------|---------------|--------------|
|   |  | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| District Examiner, Postal Service         | Postal Service<br>Postal District Offices                  | 9                          | 2             | 11           |
| District Superintendent of Postal Service | Postal Service<br>Postal District Offices                  | 14                         | -             | 14           |
| Draftsman                                 | Postal Service<br>Post Office Service<br>Staff Post Office | 1                          | -             | 1            |
| Head Clerk                                | Administrative   | 1                          | -             | 1            |
|   | Financial  |                            |               |              |
|   | Administrative   | 1                          | -             | 1            |
|   | Money Order  | 2                          | 1             | 3            |
|   | Revenue  | 2                          | -             | 2            |
|   | Postal Service   |                            |               |              |
|   | Air Mail   | 1                          | -             | 1            |
|   | Inspection   | 2                          | -             | 2            |
|   | Post Office Service  | 1                          | -             | 1            |
|   | Staff Post Office  | 1                          | -             | 1            |
|   | Railway Mail   | 3                          | -             | 3            |
|   | Secretary Administrative                                   | 2                          | -             | 2            |
|   | Staff and Publicity  | 2                          | -             | 2            |
| Head Postal Clerk                         | Postal Service<br>Postal District Offices                  | 4                          | -             | 4            |
|   | Post Office Service<br>Staff Post Office                   | 9                          | -             | 9            |
|   |  |                            |               |              |
| P Head Translator                         | Staff and Publicity  | 1                          | -             | 1            |
| Inspector of Postal Services              | Postal Service<br>Postal District Offices                  | 50                         | 3             | 53           |
|   |  |                            |               |              |
| P Junior Departmental Solicitor           | Secretary Administrative                                   | 1                          | -             | 1            |
| Junior Draftsman                          | Postal Service<br>Post Office Service<br>Staff Post Office | 1                          | -             | 1            |
|   |  |                            |               |              |
|   |  |                            |               |              |

(over)

Form 1 of 1944

| Date             | Location                                   | Description of Activity |
|------------------|--|-------------------------|
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 14                      |
| 1944, 1945       | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| 1944, 1945       | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 4                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| Hawaii, Hawaii   | Hawaii, Hawaii                             | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |
| 1944, 1945, 1946 | Hawaii, Hawaii<br>Hawaii, Hawaii<br>Hawaii | 1                       |

POST OFFICESUMMARY LIST

| <u>Class</u>                                   | <u>Division</u>  | <u>Number of Positions</u> |               |                 |
|--|--|----------------------------|---------------|-----------------|
|  |  | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u>    |
| Junior Translator                              | Postal Service<br>Inspection   | 1                          | -             | 1               |
| Letter Carrier                                 | Postal Service<br>Post Office Service<br>Staff Post Office                               | 2,859<br>T 6               | 7<br>-        | 2,866<br>T 6    |
| Letter Carrier Overseer                        | Postal Service<br>Post Office Service<br>Staff Post Office                               | 28                         | -             | 28              |
| Letter Carrier Superintendent                  | Postal Service<br>Post Office Service<br>Staff Post Office                               | 4                          | -             | 4               |
| Letter Carrier Supervisor                      | Postal Service<br>Post Office Service<br>Staff Post Office                               | 4                          | -             | 4               |
| E Machinist                                    | Postal Service<br>Post Office Service<br>Staff Post Office                               | 9                          | -             | 9               |
| E Machinist Foreman                            | Postal Service<br>Post Office Service<br>Staff Post Office                               | 3                          | 1             | 4               |
| Mail Porter                                    | Postal Service<br>Postal District<br>Offices<br>Post Office Service<br>Staff Post Office | 6<br>755<br>T 5            | -<br>2<br>-   | 6<br>757<br>T 5 |
| P Map Draftsman                                | Postal Service<br>Post Office Service  | 1                          | -             | 1               |
| P Mechanical Draftsman                         | Postal Service<br>Post Office Service  | 1                          | -             | 1               |
| Mechanical Engineer, Post<br>Office Department | Administrative   | -<br>T 1                   | 1<br>-        | 1<br>T 1        |
| Messenger                                      | Postal Service<br>Inspection   | 1                          | -             | 1               |

(over)



Report of the  
Attorney General

Division

Class

Chief Executive

Chief Executive

Chief Executive

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Chief Executive

# POST OFFICE

3

## SUMMARY LIST

| <u>Class</u>   | <u>Division</u>  | <u>Number of Positions</u>                |                                  |                                   |
|--|--|---|----------------------------------|-----------------------------------|
|  |  | <u>Occupied</u>                           | <u>Vacant</u>                    | <u>Total</u>                      |
| Messenger (Continued)                                | Secretary Adminis-<br>trative  | 1   | -                                | 1                                 |
| Night Postal Superintendent,<br>Grade 12 Post Office | Postal Service<br>Post Office Service<br>Staff Post Office   | 2   | -                                | 2                                 |
| Night Postal Supervisor                              | Postal Service<br>Post Office Service<br>Staff Post Office   | 3   | -                                | 3                                 |
| Office Appliance Operator,<br>Grade 3                | Equipment and Supply<br>Financial<br>Salary Warrant  | 1<br>1                                    | -<br>-                           | 1<br>1                            |
| Office Appliance Operator,<br>Grade 2                | Equipment and Supply<br>Financial<br>Expenditure<br>Money Order<br>Postal Note<br>Salary Warrant<br>Savings Bank<br>Staff and Publicity  | 2<br>1<br>66<br>18<br>1<br>1<br>1<br>2    | -<br>-<br>11<br>1<br>1<br>-<br>- | 2<br>1<br>77<br>19<br>1<br>1<br>2 |
| Office Boy   | Financial<br>Administrative<br>Money Order<br>Postal Note<br>Postal Service<br>Postal District<br>Offices<br>Post Office Service<br>Staff Post Office<br>Secretary Adminis-<br>trative | 1<br>3<br>1<br>2<br>1<br>2<br>1<br>2<br>1 | -<br>1<br>-<br>-<br>-<br>-<br>-  | 1<br>4<br>1<br>2<br>1<br>2<br>1   |
| Packer and Helper                                    | Equipment and Supply<br>Financial<br>Postage Stamp   | 8<br>5                                    | -<br>-                           | 8<br>5                            |
| Postal Chauffeur                                     | Administrative<br>Postal Service<br>Postal District<br>Offices   | -<br>2                                    | 1<br>-                           | 1<br>2                            |

(over)





POST OFFICE

9

SUMMARY LIST

| <u>Class</u>                 | <u>Division</u>     | <u>Number of Positions</u> |               |              |
|------------------------------|---------------------|----------------------------|---------------|--------------|
|                              |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Postal Chauffeur (Continued) | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 54                         | -             | 54           |
|                              |                     | T 3                        | -             | T 3          |
| Postal Claims Examiner       | Financial           |                            |               |              |
|                              | Savings Bank        | 1                          | -             | 1            |
| Postal Clerk                 | Postal Service      |                            |               |              |
|                              | Inspection Service  | 12                         | -             | 12           |
|                              | Postal District     | 1                          | -             | 1            |
|                              | Offices             | 155                        | 6             | 161          |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 3,070                      | 8             | 3,078        |
|                              |                     | T 1                        | -             | T 1          |
| Postal Clerk, Dawson         | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 3                          | -             | 3            |
| Postal Garage Foreman        | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 2                          | -             | 2            |
| Postal Garage Repairman      | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 7                          | -             | 7            |
| Postal Garage Superintendent | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 1                          | -             | 1            |
| Postal Garage Supervisor     | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 1                          | -             | 1            |
| Postal Helper                | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 776                        | 7             | 783          |
|                              |                     | T 626                      | -             | T 626        |
| Part Time                    | Post Office Service | 238                        | -             | 238          |
| Postal Information Clerk     | Postal Service      |                            |               |              |
|                              | Post Office Service |                            |               |              |
|                              | Staff Post Office   | 9                          | -             | 9            |

(over)

Number of 1941  
 Estimated Amount

Location

Date

General Services Administration (Department of State)  
 Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.

10  
 10

Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.

10

Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.  
 Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.

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Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.

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Post Office Building  
 1000 15th Street, N.W.  
 Washington, D.C.

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Post Office Building

SUMMARY LIST

| <u>Class</u>                | <u>Division</u>  | <u>Number of Positions</u> |               |              |
|-----------------------------|--|----------------------------|---------------|--------------|
|                             |  | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Postmaster, Atlin           | Postal Service<br>Post Office Service<br>Revenue Post Office | 1                          | -             | 1            |
| Postmaster, Dawson          | Postal Service<br>Post Office Service<br>Staff Post Office   | 1                          | -             | 1            |
| Postmaster, Fort McMurray   | Postal Service<br>Post Office Service<br>Revenue Post Office | 1                          | -             | 1            |
| Postmaster, Fort Resolution | Postal Service<br>Post Office Service<br>Revenue Post Office | 1                          | -             | 1            |
| Postmaster, Grade 12 Office | Postal Service<br>Post Office Service<br>Staff Post Office   | 2                          | -             | 2            |
| Postmaster, Grade 11 Office | Postal Service<br>Post Office Service<br>Staff Post Office   | 1                          | -             | 1            |
| Postmaster, Grade 10 Office | Postal Service<br>Post Office Service<br>Staff Post Office   | 1                          | -             | 1            |
| Postmaster, Grade 9 Office  | Postal Service<br>Post Office Service<br>Staff Post Office   | 1                          | -             | 1            |
| Postmaster, Grade 8A Office | Postal Service<br>Post Office Service<br>Staff Post Office   | 2                          | -             | 2            |
| Postmaster, Grade 8 Office  | Postal Service<br>Post Office Service<br>Staff Post Office   | 6                          | -             | 6            |
| Postmaster, Grade 7 Office  | Postal Service<br>Post Office Service<br>Staff Post Office   | 5                          | -             | 5            |
| Postmaster, Grade 6 Office  | Postal Service<br>Post Office Service<br>Staff Post Office   | 10                         | -             | 10           |

(over)



1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658 2659 2660 2661 2662 2663 2664 2665 2666 2667 2668 2669 2670 2671 2672 2673 2674 2675 2676 2677 2678 2679 2680 2681 2682 2683 2684 2685 2686 2687 2688 2689 2690 2691 2692 2693 2694 2695 2696 2697 2698 2699 2700 2701 2702 2703 2704 2705 2706 2707 2708 2709 2710 2711 2712 2713 2714 2715 2716 2717 2718 2719 2720 2721 2722 2723 2724 2725 2726 2727 2728 2729 2730 2731 2732 2733 2734 2735 2736 2737

POST OFFICE

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SUMMARY LIST

| <u>Class</u>               | <u>Division</u>      | <u>Number of Positions</u> |               |              |
|----------------------------|----------------------|----------------------------|---------------|--------------|
|                            |                      | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Postmaster, Grade 5 Office | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 15                         | -             | 15           |
| Postmaster, Grade 4 Office | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 18                         | 1             | 19           |
| Postmaster, Grade 3 Office | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 4                          | -             | 4            |
| Postmaster, Grade 2 Office | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Revenue Post Office  |                            | See note      |              |
| Postmaster, Grade 1 Office | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Revenue Post Office  |                            | See note      |              |
| Postmaster, Keno Mill      | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Revenue Post Office  | 1                          | -             | 1            |
| Postmaster, Prince Rupert  | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 1                          | -             | 1            |
| Postmaster, White Horse    | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 1                          | -             | 1            |
| Principal Clerk            | Equipment and Supply | 8                          | -             | 8            |
|                            | Financial            |                            |               |              |
|                            | Expenditure          | 5                          | -             | 5            |
|                            | Money Order          | 4                          | 1             | 5            |
|                            | Revenue              | 4                          | -             | 4            |
|                            | Salary Warrant       | 1                          | -             | 1            |
|                            | Savings Bank         | 1                          | -             | 1            |
|                            | Mail Contracts       | -                          | 2             | 2            |
|                            | Postal Service       |                            |               |              |
|                            | General              | 1                          | -             | 1            |
|                            | Air Mail             | 2                          | -             | 2            |
|                            | Inspection           | 5                          | -             | 5            |
|                            | Post Office Service  | 5                          | -             | 5            |
|                            | Staff Post Office    | 4                          | -             | 4            |
|                            | Railway Mail         | 3                          | -             | 3            |
|                            | Secretary Adminis-   |                            |               |              |
|                            | trative              | 3                          | -             | 3            |
|                            | Staff and Publicity  | 2                          | -             | 2            |





SUMMARY LIST

| <u>Class</u>                      | <u>Division</u>     | <u>Number of Positions</u> |               |              |
|-----------------------------------|---------------------|----------------------------|---------------|--------------|
|                                   |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Principal Postal Clerk            | Postal Service      |                            |               |              |
|                                   | Postal District     |                            |               |              |
|                                   | Offices             | 42                         | 3             | 45           |
|                                   | Post Office Service |                            |               |              |
|                                   | Staff Post Office   | 61                         | 1             | 62           |
| Principal Transfer Agent          | Postal Service      |                            |               |              |
|                                   | Post Office Service |                            |               |              |
|                                   | Staff Post Office   | 2                          | -             | 2            |
| E Private Secretary               | Administrative      | 1                          | -             | 1            |
| Railway Mail Clerk                | Postal Service      |                            |               |              |
|                                   | Railway Mail        | 1,293                      | 70            | 1,363        |
| Secretary Clerk                   | Administrative      | 1                          | -             | 1            |
| Secretary, Post Office Department | Secretary Adminis-  |                            |               |              |
|                                   | trative             | 1                          | -             | 1            |
| P Senior Draftsman                | Postal Service      |                            |               |              |
|                                   | Post Office Service | 2                          | -             | 2            |
| Senior Letter Carrier             | Postal Service      |                            |               |              |
|                                   | Post Office Service |                            |               |              |
|                                   | Staff Post Office   | 82                         | -             | 82           |
| Senior Mail Porter                | Postal Service      |                            |               |              |
|                                   | Post Office Service |                            |               |              |
|                                   | Staff Post Office   | 37                         | -             | 37           |
| Senior Messenger                  | Financial           |                            |               |              |
|                                   | Money Order         | 1                          | -             | 1            |
|                                   | Secretary Adminis-  |                            |               |              |
|                                   | trative             | 1                          | -             | 1            |
| Senior Postal Clerk               | Postal Service      |                            |               |              |
|                                   | Inspection          | 2                          | -             | 2            |
|                                   | Postal District     |                            |               |              |
|                                   | Offices             | 67                         | 1             | 68           |
|                                   | Post Office Service |                            |               |              |
|                                   | Staff Post Office   | 259                        | 2             | 261          |
|                                   | Railway Mail        | 3                          | -             | 3            |
| P Senior Translator               | Staff and Publicity | 2                          | -             | 2            |
| Special Post Office In-           | Postal Service      |                            |               |              |
| vestigator                        | Inspection          | 1                          | -             | 1            |

(over)



POST OFFICE

13

SUMMARY LIST

| <u>Class</u>               | <u>Division</u>      | <u>Number of Positions</u> |               |              |
|----------------------------|----------------------|----------------------------|---------------|--------------|
|                            |                      | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Stenographer, Grade 3      | Administrative       | -                          | 1             | 1            |
|                            | Equipment and Supply | 3                          | -             | 3            |
|                            | Financial            |                            |               |              |
|                            | Administrative       | 2                          | -             | 2            |
|                            | Money Order          | 1                          | -             | 1            |
|                            | Revenue              | 1                          | -             | 1            |
|                            | Mail Contracts       | 1                          | -             | 1            |
|                            | Postal Service       |                            |               |              |
|                            | Air Mail             | 1                          | -             | 1            |
|                            | Inspection           | 2                          | -             | 2            |
|                            | Postal District      |                            |               |              |
|                            | Offices              | 13                         | -             | 13           |
|                            | Post Office Service  | 4                          | -             | 4            |
|                            | Staff Post Office    | 4                          | -             | 4            |
|                            | Railway Mail         | 2                          | -             | 2            |
|                            | Staff and Publicity  | 2                          | -             | 2            |
| Stenographer, Grade 2      | Administrative       | -                          | 1             | 1            |
|                            | Equipment and Supply | 5                          | -             | 5            |
|                            | Financial            |                            |               |              |
|                            | Administrative       | 16                         | -             | 16           |
|                            | Mail Contracts       | 5                          | 2             | 7            |
|                            | Postal Service       | T 1                        | -             | T 1          |
|                            | Air Mail             | 3                          | 1             | 4            |
|                            | Inspection           | 6                          | -             | 6            |
|                            | Postal District      |                            |               |              |
|                            | Offices              | 82                         | 5             | 87           |
|                            | Post Office Service  | 12                         | 3             | 15           |
|                            | Staff Post Office    | T 2                        | -             | T 2          |
|                            | Staff Post Office    | 36                         | 1             | 37           |
|                            | Railway Mail         | T 7                        | -             | T 7          |
|                            | Railway Mail         | 4                          | -             | 4            |
|                            | Secretary Adminis-   |                            |               |              |
|                            | trative              | 7                          | -             | 7            |
| E                          | Staff and Publicity  | 7                          | -             | 7            |
|                            | Administrative       | 1                          | -             | 1            |
| Stenographer, Grade 1      | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Staff Post Office    | 3                          | -             | 3            |
|                            | Staff Post Office    | T 2                        | -             | T 2          |
|                            | Staff and Publicity  | T 1                        | -             | T 1          |
| Sub Postmaster, Accounting | Postal Service       |                            |               |              |
|                            | Post Office Service  |                            |               |              |
|                            | Revenue Post Office  |                            |               |              |

See note

(over)





SUMMARY LIST

| <u>Class</u>  | <u>Division</u>  | <u>Number of Positions</u> |               |              |
|---|--|----------------------------|---------------|--------------|
|   |  | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Sub Postmaster, Non-Accounting  | Postal Service<br>Post Office Service<br>Revenue Post Office |                            | See note      |              |
| Superintendent, Financial Branch, Post Office Department              | Financial<br>Administrative                                  | 1                          | -             | 1            |
| Superintendent, Money Order Branch                                    | Financial<br>Money Order                                     | 1                          | -             | 1            |
| Superintendent of Equipment and Supply Branch, Post Office Department | Equipment and Supply   | 1                          | -             | 1            |
| Superintendent of Mail Contracts                                      | Mail Contracts   | 1                          | -             | 1            |
| Superintendent of Mails, Grade 12 Post Office                         | Postal Service<br>Post Office Service<br>Staff Post Office   | 4                          | -             | 4            |
| Superintendent, Secretarial Branch, Grade 12 Post Office              | Postal Service<br>Post Office Service<br>Staff Post Office   | 2                          | -             | 2            |
| Supervisor, Inspection Service  | Postal Service<br>Inspection                                 | 1                          | -             | 1            |
| Supervisor, Mail Contracts  | Mail Contracts   | 2                          | -             | 2            |
| Supervisor of Mails   | Postal Service<br>Post Office Service<br>Staff Post Office   | 21                         | -             | 21           |
| Supervisor of Rest Room   | Staff and Publicity  | 1                          | -             | 1            |
| Supervisor, Post Office Service                                       | Postal Service<br>Post Office Service                        | 3                          | -             | 3            |

(over)





POST OFFICESUMMARY LIST

| <u>Class</u>       | <u>Division</u>     | <u>Number of Positions</u> |               |              |
|--------------------|---------------------|----------------------------|---------------|--------------|
|                    |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Telephone Operator | Postal Service      |                            |               |              |
|                    | Post Office Service |                            |               |              |
|                    | Staff Post Office   | 4                          | -             | 4            |
| P Translator       | Staff and Publicity | 1                          | -             | 1            |
| Truckman           | Financial           |                            |               |              |
|                    | Money Order         | 2                          | -             | 2            |
|                    | Postal Note         | 1                          | -             | 1            |
| Typist, Grade 2    | Financial           |                            |               |              |
|                    | Money Order         | 12                         | 2             | 14           |
|                    | Postal Note         | 2                          | -             | 2            |
|                    | Postal Service      |                            |               |              |
|                    | Post Office Service | 1                          | -             | 1            |
|                    | Staff Post Office   | 4                          | -             | 4            |
|                    |                     | T 1                        | -             | T 1          |
|                    | Staff and Publicity | 1                          | -             | 1            |
|                    |                     | T 4                        | -             | T 4          |
| Typist, Grade 1    | Postal Service      |                            |               |              |
|                    | Inspection          | 1                          | -             | 1            |
|                    | Staff and Publicity | 3                          | 1             | 4            |
|                    |                     | T 3                        | -             | T 3          |
| Watchman           | Postal Service      |                            |               |              |
|                    | Post Office Service |                            |               |              |
|                    | Staff Post Office   | 7                          | -             | 7            |
|                    |                     |                            |               |              |
|                    |                     | 11,820                     | 231           | 12,051       |

Total -- Professional - 10  
 Exempt - 21  
 Temporary - 671  
 Part Time - 238  
 Seasonal - Nil

NOTE: In addition to the above there are the following Postmasters and Sub-Postmasters whose compensation is based on the amount of revenue received and the work performed by the office.

The positions, where the revenue does not

The position, where the movement does not

POST OFFICESUMMARY LIST

| <u>Class</u>                         | <u>Division</u>     | <u>Number of Positions</u> |               |              |
|--------------------------------------|---------------------|----------------------------|---------------|--------------|
|                                      |                     | <u>Occupied</u>            | <u>Vacant</u> | <u>Total</u> |
| Postmaster, Grade 2 Office           | Postal Service      |                            |               |              |
|                                      | Post Office Service |                            |               |              |
|                                      | Revenue Post Office |                            |               |              |
|                                      |                     | 5,487                      | -             | 5,487        |
|                                      |                     | T 161                      | -             | T 161        |
| Postmaster, Grade 1 Office           | Postal Service      |                            |               |              |
|                                      | Post Office Service |                            |               |              |
|                                      | Revenue Post Office |                            |               |              |
|                                      |                     | 5,573                      | -             | 5,573        |
|                                      |                     | T 178                      | -             | T 178        |
| Sub-Postmaster, Accounting<br>Office | Postal Service      |                            |               |              |
|                                      | Post Office Service |                            |               |              |
|                                      | Revenue Post Office |                            |               |              |
|                                      |                     | 559                        | -             | 559          |
|                                      |                     | T 13                       | -             | T 13         |
| Sub-Postmaster, Non-<br>Accounting   | Postal Service      |                            |               |              |
|                                      | Post Office Service |                            |               |              |
|                                      | Revenue Post Office |                            |               |              |
|                                      |                     | 88                         | -             | 88           |
|                                      |                     | T 5                        | -             | T 5          |
|                                      |                     | 12,064                     | -             | 12,064       |

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ROYAL ANTHROPOLOGICAL INSTITUTE  
VOLUME 10

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## ARCHITECTURAL DRAFTSMAN

### DEFINITION OF CLASS:

Under supervision, to draw architectural plans and sketches of buildings and other structures; and to perform other related work as assigned.

### QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of architecture of recognized standing with one year of subsequent experience in an architect's office, or three years of experience in an architect's office; ability to make neat, complete, and accurate plans from sketches or notes.

### COMPENSATION:

Annual: \$1,500 1,560 1,620 1,680 1,740 1,800

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

THEORY OF THE EARTH

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The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the causes of the various geological phenomena which we observe in nature.

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3

ASSISTANT CHIEF SUPERINTENDENT, POST OFFICE SERVICE

DEFINITION OF CLASS:

To assist the Chief Superintendent of Post Office Service in the general supervision of the staff and work of the post office division of the Postal Service Branch; to assist in supervising the arranging for quarters and equipment of post offices and postal stations and the work of establishing, discontinuing, transferring, consolidating and changing names, status and sites of post offices, postal stations and sub post offices; to formulate and pass on policy and legislation involved in the conduct of post offices and staff; to prepare and value examination papers on postal service regulations, procedure and practice, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of experience in a supervisory capacity, preferably in relation to post office work; good general knowledge of all post office methods and procedure; administrative ability; tact and good judgment.

COMPENSATION:

Annual: \$3,420 3,600 3,780 3,960

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





2

ASSISTANT DEPUTY POSTMASTER GENERAL AND  
GENERAL SUPERINTENDENT OF POSTAL SERVICE

DEFINITION OF CLASS:

Under the direction of the Deputy Postmaster General to have charge of all matters involved in the establishment and maintenance of service for the handling of mail throughout Canada, the conduct of investigations and performance of special assignments in connection with any activities of the Post Office Department outside Ottawa, and the detection and prosecution of frauds and irregularities in connection with any postal matters; to supervise the work and employees of the Postal Service Branch at Ottawa and of the offices of district superintendents of Postal Service, Post offices, railway post offices, and steamboat, rural and stage routes; to decide questions relating to the handling of mail that do not require action by the Deputy Postmaster General; to assist the Deputy Postmaster General in the performance of his duties and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least ten years of experience in postal work in a position of high administrative responsibility involving supervision of the handling of postal affairs, at least three years of which shall have been in a position equivalent to that of head of a division in the Postal Service Branch, or that of District Superintendent of Postal Service; thorough familiarity with all phases of mail handling operations; the highest degree of executive and organizing ability.

COMPENSATION:

Annual: \$5,400 5,700

Approved -- Civil Service Commission  
Deputy's Description -- Over.





4

ASSISTANT DEPUTY POSTMASTER GENERAL AND  
GENERAL SUPERINTENDENT OF POSTAL SERVICE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under the Deputy Postmaster General to have control of all matters involved in the establishment and maintenance of service by rail and water for the handling of mail throughout Canada, to have full control of, and assume undivided responsibility for, air mail service in Canada; to supervise the postal service branch at Ottawa, post offices and district offices throughout Canada; to function as the Assistant Deputy Minister of the Department at all times and to act in the place of the Deputy Minister when the latter is absent from headquarters.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least ten years of experience in postal work in a position of high administrative responsibility involving supervision of the handling of postal affairs, at least three years of which shall have been in a position equivalent to that of head of a division in the Postal Service Branch, or that of District Superintendent of Postal Service; thorough familiarity with all phases of mail handling operations; familiarity with questions relating to aviation, marked business acumen and aptitude for conducting negotiations; the highest degree of executive and organizing ability.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

REPORT OF THE COMMISSIONER

REPORT OF THE COMMISSIONER

Under the power conferred upon me by the Act of Congress, approved March 3, 1879, and continued, I have the honor to report to the Senate and House of Representatives the results of my administration during the year ending June 30, 1880. The report is divided into two parts, the first containing a general statement of the condition of the public lands, and the second containing a detailed statement of the operations of the Department during the year. The first part is divided into three sections, the first of which contains a statement of the condition of the public lands at the beginning of the year, the second a statement of the operations of the Department during the year, and the third a statement of the condition of the public lands at the end of the year. The second part is divided into two sections, the first of which contains a statement of the operations of the Department during the year, and the second a statement of the condition of the public lands at the end of the year.

REPORT OF THE COMMISSIONER

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## ASSISTANT POSTAL PURCHASING AGENT AND STOREKEEPER

### DEFINITION OF CLASS:

To assist the Postal Purchasing Agent and Storekeeper in the purchase, custody, issue and inspection of all articles and materials of mail, equipment required for the Post Office Department, excepting printing and stationery; in some cases to prepare calls for tenders, make out specifications and award contracts; to be responsible for keeping on hand a sufficient stock of mail equipment to meet the requirements of the service; to act for the Postal Purchasing Agent and Storekeeper in his absence; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience in the purchase and storage of postal equipment; thorough knowledge of prices of articles of mail equipment and familiarity with purchasing methods and markets; integrity; familiarity with modern office practice and storekeeping system; supervisory ability; tact, good judgment.

### COMPENSATION:

Annual:   \$2,220   2,340   2,460   2,520

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.





## ASSISTANT POSTMASTER, GRADE 12 OFFICE

### DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 12 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least six years of experience in an administrative or supervisory capacity in a city post office or in postal work of equivalent character and standard, at least three years of which shall have been in an important administrative or supervisory position; administrative and supervisory ability of a high order; tact, good address and ability to meet the public.

### COMPENSATION:

Annual:     \$3960     \$4140     \$4320.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





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ASSISTANT POSTMASTER, GRADE 11 OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 11 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from a postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least six years of experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard, at least two years of which shall have been in an important administrative or supervisory position; administrative and supervisory ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:     \$3540     \$3720     \$3900.

Approved-Civil Service Commission  
Certified Correct -- Deputy Minister.



ASSISTANT POSTMASTER, GRADE 10 OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 10 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least six years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard, at least one year of which shall have been in an important administrative or supervisory position; administrative and supervisory ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:   \$3540   \$3720   \$3900.

Approved-- Civil Service Commission  
Certified Correct -- Deputy Minister.

THEORY OF THE EARTH

CHAPTER I

The earth is a sphere, and its surface is not perfectly smooth, but is covered with mountains and valleys. The surface of the earth is divided into two parts, the land and the water. The land is the part of the earth which is not covered with water, and the water is the part of the earth which is covered with water. The land is divided into continents and islands, and the water is divided into oceans and seas. The earth is also divided into different climates, and these are determined by the position of the land and water.

CHAPTER II

The earth is a sphere, and its surface is not perfectly smooth, but is covered with mountains and valleys. The surface of the earth is divided into two parts, the land and the water. The land is the part of the earth which is not covered with water, and the water is the part of the earth which is covered with water. The land is divided into continents and islands, and the water is divided into oceans and seas. The earth is also divided into different climates, and these are determined by the position of the land and water.

CHAPTER III

THEORY OF THE EARTH



ASSISTANT POSTMASTER, GRADE 9 OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 9 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least six years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard; administrative and supervisory ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:   \$3480       \$3600       \$3780.





ASSISTANT POSTMASTER, GRADE 8A OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 8A office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least six years of postal experience in a supervisory capacity in a city post office or in postal work of equivalent character and standard; administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:   \$3180   \$3300   \$3420.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



ASSISTANT POSTMASTER, GRADE 8 OFFICEDEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 8 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least six years of postal experience in a supervisory capacity in a city Post Office or in postal work of equivalent character and standard; administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual;   \$2880   \$3000   \$3120.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





ASSISTANT POSTMASTER, GRADE 7 OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 7 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of postal experience in a supervisory capacity in city post office work or in postal work of equivalent character and standard; administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:   \$2580   \$2700   \$2820.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



ASSISTANT POSTMASTER, GRADE 6 OFFICEDEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 6 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of postal experience in a supervisory capacity; administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:     \$2340     \$2460     \$2580.



## ASSISTANT POSTMASTER, GRADE 5 OFFICE

### DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 5 Post Office, to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of postal experience in a supervisory capacity; trustworthiness and administrative ability; tact, good address and ability to meet the public.

### COMPENSATION:

Annual:     \$2220     \$2340     \$2400.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



RECOMMENDATIONS

RECOMMENDATIONS

The above recommendations, under the heading, "RECOMMENDATIONS", have been made on a basis of a general review of the records of the various departments, and of the various reports and memoranda submitted to the Board of Directors. It is recommended that the Board of Directors should take the following action:

RECOMMENDATIONS

It is recommended that the Board of Directors should take the following action:

RECOMMENDATIONS

Approved: \_\_\_\_\_  
Date: \_\_\_\_\_

ASSISTANT POSTMASTER, GRADE 4 OFFICE

DEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 4 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of postal experience in a supervisory capacity; trustworthiness and supervisory ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:      \$2100      \$2220.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

THE NEW YORK PUBLIC LIBRARY

REPORT OF THE BOARD OF TRUSTEES

TO THE NEW YORK PUBLIC LIBRARY, ASTOR LENOX AND TILDEN FOUNDATIONS, 475 FIFTH AVENUE, NEW YORK, N. Y.

THE BOARD OF TRUSTEES, composed of the following members, has the honor to submit herewith its report for the year ending June 30, 1911.

The Board has the pleasure to announce that the Library has received during the year a large accession of new books, and that the total number of volumes now on hand is 1,100,000.

The Board also has the pleasure to announce that the Library has received during the year a large accession of new periodicals, and that the total number of volumes now on hand is 1,100,000.

The Board has the pleasure to announce that the Library has received during the year a large accession of new maps, and that the total number of volumes now on hand is 1,100,000.

FINANCIAL STATEMENT

The Board has the pleasure to announce that the Library has received during the year a large accession of new books, and that the total number of volumes now on hand is 1,100,000.

The Board also has the pleasure to announce that the Library has received during the year a large accession of new periodicals, and that the total number of volumes now on hand is 1,100,000.

The Board has the pleasure to announce that the Library has received during the year a large accession of new maps, and that the total number of volumes now on hand is 1,100,000.

APPENDIX

NEW YORK: THE NEW YORK PUBLIC LIBRARY, ASTOR LENOX AND TILDEN FOUNDATIONS, 475 FIFTH AVENUE, NEW YORK, N. Y.

ASSISTANT POSTMASTER, GRADE 3 OFFICEDEFINITION OF CLASS:

To have supervision, under the Postmaster, over the staff of a Grade 3 Post Office; to arrange hours, allot tasks and maintain discipline; to issue instructions to secure prompt and expeditious handling of mail matter; to investigate complaints as to service from postal employees or from the general public and make adjustments when found desirable or necessary; to act for the Postmaster in his absence; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of postal experience; tact, good address and ability to meet the public.

COMPENSATION:

Annual: \$1860 \$1980 \$2040.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





ASSISTANT PRIVATE SECRETARY TO THE POSTMASTER GENERAL

( POST OFFICE )

DEFINITION OF CLASS:

To assist in handling the official correspondence of the Postmaster General; to have charge of the immediate staff of the Postmaster General; to prepare special reports and in general to act as assistant to the Private Secretary on all duties as required.

QUALIFICATIONS:

Education equivalent to high school graduation; preferably with university training; some experience in a secretarial capacity; a high order of intelligence; tact; good judgment; ability to deal with employees and the public; good address; a good command of both languages.

COMPENSATION:

Determined by Governor General in Council.

Exempt Class.

Submitted by Governor General in Council.

CHAUFFEUR

( POST OFFICE)

DEFINITION OF CLASS:

Under direction, to drive and care for a passenger automobile; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least two years of experience in driving and caring for passenger automobiles; a chauffeur's license, carefulness; good eyesight and hearing; sobriety; good physical condition.

COMPENSATION:

Annual: Prevailing Rates.

Exempt Class.

INTRODUCTION

(PART I)

THEORY OF THE CASE

Under a number of cases, it is clear that the  
law is not settled, and the court is divided  
on the point.

THE FACTS OF THE CASE

The facts of the case are as follows: The  
plaintiff is a person of sound mind and  
memory, and is a resident of the State of  
New York. He is a person of sound mind  
and memory, and is a resident of the State  
of New York.

THE DEFENSE

The defense is as follows:

CHIEF CLERK

DEFINITION OF CLASS:

To supervise a large group of clerical employees engaged in clerical work requiring considerable specialization and knowledge of clerical methods, or to take charge of a large administrative unit requiring the exercise of a high order of independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least four years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; a high degree of specialized knowledge of the clerical work and procedure of an organization; administrative ability of a high order.

COMPENSATION:

Annual: \$3,120 3,240 3,360 3,480 3,600 3,720

Approved -- Civil Service Commission  
 Certified Correct for one position  
 Deputy's Description for four positions--  
 Over.





CHIEF CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To supervise the ordering of all lines of printed supplies and stationery furnished to the entire postal service in response to requisitions for (a) stock forms and supplies and (b) special articles of either class, involving a thorough technical knowledge of printing, binding, type and general layout.

To supervise the editing of all requisitions for printed supplies and stationery.

To supervise the distribution to the postal service of such supplies.

To supervise the maintenance of the accounting system of the Equipment and Supply Branch, in which is recorded every purchase made by the Department through that Branch, totalling about one and one-half million dollars per annum.

To supervise the maintenance of the record of supplies purchased by the Branch and issued to the service.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years experience in a supervisory capacity in the Equipment and Supply Branch, wide knowledge of accounting methods; a high degree of technical knowledge relative to printing and stationery; administrative ability of a high order.



CHIEF CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To supervise the purchase under tender and contract or by direct purchase, of all supplies for the postal service, other than printing and stationery, some of the more important of which are cotton duck material of various classes for, and the manufacture of, mail bags, locks for mail bags, street letter boxes, etc., material for and the manufacture of uniforms for over 4000 uniformed employees; street letter boxes, parcel receptacles and rural mail boxes; motor vehicle equipment of the various classes used in the postal service; steel, brass, rubber and other stamps of many kinds, to which must be added a wide variety of other supplies purchased in lesser volume, all involving a technical knowledge of the quality and usages of the various metals such as bronze, brass, iron (grey and galvanized), tin, copper, etc., serge, melton, frieze, flannel and other materials for uniforms. There is also necessary a thorough knowledge of (a) market prices of all materials used in the service, (b) specifications, issue of tenders, contracts and agreements, technicalities and customs in the manufacture and workmanship of articles, inspection and acceptance of supplies of all kinds.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years experience in a supervisory capacity in the Equipment and Supply Branch; a high degree of technical knowledge of materials entering into the various kinds of supplies for the Postal Service; administrative ability of a high order.







CHIEF CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To assist the Chief Superintendent in the administration of the Railway Mail Service, act for him in his absence and represent him in the field when required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least five years of clerical experience in a supervisory capacity; wide knowledge of Departmental procedure; administrative and organizing ability of a high order; familiarity with transportation methods and practices; good judgment.



CHIEF CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To have general supervision over the functions of (a) the Domestic Mails Division and (b) the International Mails Division, respectively, of the Administrative Branch, as set forth below.

To act as assistant to the Secretary and to take the latter's place when absent for extended periods at Postal Union Congresses, as was the case during 1929.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years experience in a supervisory capacity in the Administrative Branch; thorough familiarity with postal laws, regulations and Postal Union procedures; administrative ability of a high order.

"A"

The Domestic Mails Division of the Administrative Branch is charged with the conducting of all correspondence and the issuing of instructions respecting:

Classification of mail matter; postal rates; modes of packing mail matter; limitations of size and weight; authorization and safeguarding of franking privileges; authorization and safeguarding of statutory mailing privileges for newspapers and periodicals including foreign newspapers and periodicals mailed in Canada; authorizing and safeguarding of postage-paid-in-cash and of precancelled postage stamps.

Exclusion of matter from the mails; rulings as to the delivery of mail the ownership of which is in dispute; as to the mailability of alleged indecent, obscene or scurrilous matter; decision in cases relating to lotteries and the mis-use of mails in schemes to defraud the public; infractions of postal laws and regulations, including all such cases requiring legal decision or action; application for clemency for crimes committed against postal laws.

Development of public.....

SECTION 100

SECTION 100

It is the policy of the Department of the Interior to maintain the public lands in a state of natural preservation, and to protect the same from any and all unauthorized uses.

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SECTION 100

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CHIEF CLERK: (Cont'd)

Development of public services such as prepayment of postage in cash, parcel post, special delivery, etc.; introduction of new services for the benefit of business firms and the public generally which are calculated to facilitate mailings and also increase the postal revenue; together with any preparatory work in connection with the development and extension of any phase of postal work.

Preparation of the Postmaster General's Annual Report; the annual official Postal Guide and monthly supplements thereto.

Issuing of all permits or licenses in respect of the use of postage meter or cash register machines for the prepayment of postage or the sale of postage stamps to the public.

Adjustment of claims from the public against the postal service in consequence of any accident caused by a post office vehicle.

Preparation of answers to questions asked in Parliament and the preparation of parliamentary returns.

**"B"**

The International Mails Division of the Administrative Branch is charged with the conducting of all correspondence, and the issuing of instructions respecting:-

Postal Union Congresses or other international postal gatherings to change or amend international postal laws and regulations.

International postal services including international parcel post services governed by Universal Postal Union Convention or by separate postal conventions and agreements (except Money Order Agreements) with other countries, and the regulations for their execution; classification of international mail matter, international postal rates, international postal procedure, exchange of international mails, ocean transportation of international mails from Canada, etc.

International registered, insured and C.O.D. services; all international cases involving losses, abstractions, delays missendings, etc., and the adjustment of indemnity claims in relation thereto.

The taking of statistics and preparation of accounts



SECRET

Investment of public funds in the purchase of  
property in such cases, and the fact that the  
policy of the Government is to maintain the  
public property in the hands of the public  
and not to transfer it to private hands, is  
a principle which is well established in the  
history of the Government.

The Government is not in the habit of  
selling public property at a profit, and  
it is not in the habit of selling public  
property at a loss.

It is not in the habit of selling public  
property at a profit, and it is not in the  
habit of selling public property at a loss.

It is not in the habit of selling public  
property at a profit, and it is not in the  
habit of selling public property at a loss.

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property at a profit, and it is not in the  
habit of selling public property at a loss.

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property at a profit, and it is not in the  
habit of selling public property at a loss.

It is not in the habit of selling public  
property at a profit, and it is not in the  
habit of selling public property at a loss.

-2-

CHIEF CLERK (Cont'd)

for submission to other countries to determine the balance due from or to them in respect of maritime and land transit of international mails, including international parcel post.

The establishment of international air mail services, the fixing of international air mail rates, and the taking of statistics and preparation of accounts with other countries in connection with international air mail services.

Fraudulent or other matter prohibited in the international mails.

Fraudulent postage stamps on articles of mail to and from other countries.

The taxing or rating of insufficiently prepaid mail matter to and from other countries.

The withdrawal of articles conveyed in the international mails or changing the address of such articles.

All cases relating to Franking Notes.

Refunds of postage on international mail (ordinary, registered, insured and C.O.D.).

Translation of letters and documents in languages other than English and French.

The preparation of the International Mails Section of the Annual Official Postal Guide and notices for the Monthly Supplements with respect to international mail services.



## CHIEF INSPECTOR, POSTAL SERVICE

### DEFINITION OF CLASS:

Under the direction of the General Superintendent of Postal Service to supervise the work and staff of the Inspection Division of the Postal Service Branch; to have charge of all matters relating to the staffs of the offices of District Superintendents of Postal Service, including appointments, removals, and other changes, and the assignment of cases and supervision of inspection; to supervise the keeping of records of inspections, investigations, and other work of district offices; to supervise the conduct of work relating to enquiries concerning lost, delayed or misssent mail; to be responsible for the proper handling of dead letter and enquiry work throughout the Dominion; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of supervisory postal experience, preferably in connection with district administration; knowledge of postal practice and procedure; administrative ability; tact; good judgment; ability to deal with employees and the public.

### COMPENSATION:

Annual: \$4,320 4,620 4,920 5,220

Approved -- Civil Service Commission  
Deputy's Description -- Over.



THE UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

THE UNIVERSITY OF CHICAGO is a private, non-sectarian, research university. It was founded in 1837 and is one of the oldest and largest universities in the United States. The university is located on the South Side of Chicago, Illinois. It is a member of the Association of American Universities and the Association of Research Universities. The university is known for its research and its commitment to the liberal arts. It has a long history of excellence in education and research. The university is a member of the Association of American Universities and the Association of Research Universities. The university is known for its research and its commitment to the liberal arts. It has a long history of excellence in education and research.

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CHICAGO, ILLINOIS

CHICAGO, ILLINOIS, MAY 1, 1940



CHIEF INSPECTOR, POSTAL SERVICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction of the General Superintendent of Postal Service, to supervise the work and staff of the Inspection Division of the Postal Service Branch; to have charge of all matters relating to the staffs of the offices of District Superintendents of Postal Service, including appointments, removals, and other changes, and the assignment of cases and supervision of inspection; to supervise the keeping of records of inspections, investigations and other work of district offices; to supervise the conduct of work in Inspection Service and Postal Districts, relating to enquiries concerning lost, delayed or missent mail; thefts, robberies and forgeries; to be responsible for the proper handling of dead letter and enquiry work throughout the Dominion; to act for the General Superintendent of Postal Service as designated on matters pertaining to the Inspection Service; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of supervisory postal experience, preferably in connection with district administration; knowledge of postal practice and procedure; administrative ability; tact and good judgment; ability to deal with employees and the public.



CHIEF SUPERINTENDENT, AIR MAIL SERVICEDEFINITION OF CLASS:

Under the direction of the Assistant Deputy Postmaster General and General Superintendent of Postal Service, to supervise and direct the work and staff of the Air Mail Division of the Postal Service Branch; to have charge of all matters relating to air mail service activities, including the laying out of air mail routes, the negotiations for, the preparation of and the awarding of contracts; to pass on applications for air mail service; to supervise the keeping of records of air services performed and the accounts for the transportation of mail by air; to regulate the imposing of fines or deductions for the non-performance of duties; to supervise the preparation of distribution lists and schedules for air mail services; to study and do research work in air mail activities; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least five years of postal experience in an administrative capacity, preferably in Air Mail service; a thorough knowledge of postal practice and procedure; good knowledge of aviation and air mail activities and developments; a knowledge of cost accounting; tact, good address and good judgment.

COMPENSATION:

Annual: \$3,720 4,020 4,320 4,620

Approved -- Civil Service Commission  
Deputy's Description -- Over.





CHIEF SUPERINTENDENT, AIR MAIL SERVICE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under the direction of the Assistant Deputy Postmaster General and General Superintendent of Postal Service, to supervise the work and staff of the Air Mails Division of the Postal Service Branch, Post Office Department; to have charge of all matters relating to Air Mail Service activities within Canada, including the laying out of air mail routes, the negotiations leading up to and the awarding of contracts for the performance of air mail services; to pass upon applications for air mail service within Canada; to supervise the drawing up of contracts and the handling of accounts for the conveyance of mail by air in Canada; to determine schedules in relation to up-to-date flying equipment and postal requirements; to supervise the collection of data covering aerial transportation generally; to co-operate in the preparation of publicity material relating to air mail activities to act for the General Superintendent of Postal Service as designated on matters pertaining to the Air Mail Service; and to perform other related duties as required.

QUALIFICATIONS:

Education equivalent to High School graduation, and preferably University training; intimate knowledge of aviation activities throughout the world, particularly with regard to development and capacity of flying craft and of operating costs on mileage and weight bases, of necessary ground organizations relative to landing fields, radio beacon, night lighting and meteorological services; detailed knowledge of air mail and post office procedure and contract law; at least three years' experience in an administrative capacity with the Post Office Department; a high degree of organizing and administrative ability; tact, good judgment and address.





## CHIEF SUPERINTENDENT OF POST OFFICE SERVICE

### DEFINITION OF CLASS:

Under the direction of the General Superintendent of Postal Service, to have charge of the work and staff of the Post Office Division of the Postal Service Branch; to superintend the work involved in the establishment, discontinuance, transfer, consolidation, and change in name or site of post offices, sub-post offices, and stations; to supervise the work involved in the requisition, discipline, and control of staffs of post offices, including postmasters; to arrange for suitable quarters for post offices and stations and see that they are properly equipped; to pass on or formulate the policy or system involved in the conduct of post offices; to consult with other postal officials upon problems involved in the transportation of mail, including collection box services, parcel post and letter carrier delivery services; to act for the General Superintendent of Postal Service as designated; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least five years of postal experience in a supervisory capacity, preferably in relation to post office work, a broad knowledge of postal methods and procedure; a high order of administrative ability; tact and ability to deal with employees and the public.

### COMPENSATION:

Annual: \$4,320 4,620 4,920 5,220

Approved -- Civil Service Commission  
Deputy's Description -- Over.



CHIEF SUPERINTENDENT, POST OFFICE SERVICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under the direction of the General Superintendent of Postal Service to control and develop the operating procedure in all Post Offices, including all matters affecting the operation, management, discipline, accommodation, equipment and staff and the establishment, maintenance and discontinuance of revenue Post Offices; to supervise and direct the work and staff of the Post Office Service, to investigate any questions relating to the work of Post Offices in General, to inspect the performance of work in City Post Offices and the conditions under which such work is performed, and to make such adjustments as may be necessary, to act for the General Superintendent of Postal Service as designated on matters pertaining to the Post Office Service, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, and preferably university training; at least five years of postal experience in a supervisory capacity, preferably in relation to post office work, a broad knowledge of postal methods and procedure; a high order of administrative ability; tact and ability to deal with employees and the public.







## CHIEF SUPERINTENDENT OF RAILWAY MAIL SERVICE

### DEFINITION OF CLASS:

Under the direction of the General Superintendent of Postal Service to control the work and staff of the Railway Mail Service Division of the Postal Service Branch; to supervise the authorization and management of transportation of mail by railroads and steamboats; to supervise the keeping of records of performance and certify bills of railroads and steamboat companies; to prepare, supervise and issue distribution lists, schedules of mail trains and water services; to control sortation examinations throughout the Service; to regulate the imposing of fines and deductions for nonperformance of duties; to exercise general supervision and control of the staff of the Railway Mail Service; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience in an administrative capacity, preferably in the railway mail service; thorough knowledge of postal practice and procedure; administrative ability; tact and ability to deal with the public, other officials and postal employees.

### COMPENSATION:

Annual: \$4,320 4,620 4,920 5,220

Approved -- Civil Service Commission  
Deputy's Description -- Over.



CHIEF SUPERINTENDENT, RAILWAY MAIL SERVICE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under the direction of the Assistant Deputy Postmaster General and General Superintendent of Postal Service, to control the work and staff of the Railway Mail Service. To be responsible for the authorization and management of the transportation of mails by railroads and steamboats including the keeping of records of performance and the pre-auditing and certification of accounts of railroads and steamboat companies.

To act for the Post Office Department in the preparation of schedules covering rates of payment to Public Carriers for mail transportation and the application of rules pertaining thereto.

To be responsible for the proper layout and equipment of Postal Cars.

To control statutory examinations of Post Office employees throughout the Postal Service, and the preparation of routing and distribution schemes (both domestic - international standpoint) for the expeditious handling of mails.

To regulate the imposing of fines and deductions for non-performance of duties and Service.

To act for the General Superintendent of Postal Service as designated on matters pertaining to Railway Mail Services.

To perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience in an administrative capacity, preferably in the railway mail service; thorough knowledge of postal practice and procedure; administrative ability; tact and ability to deal with the public, other officials and postal employees.





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CLERK, GRADE 4.

DEFINITION OF CLASS:

To perform difficult or specialized clerical work involving the exercise of considerable independent judgment; to be responsible for performing difficult clerical operations involving a specialized knowledge of office procedure or policy, or to be responsible for maintaining an important section of accounting, filing, mailing, correspondence, statistics, or other important office work; to supervise employees engaged on the work or to supervise a considerable number of employees engaged in general clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with four years of experience in clerical work; supervisory ability or demonstrated ability to take charge of specialized office work; thorough knowledge of modern office practice, tact and good judgment.

COMPENSATION:

Annual: \$1,620 1,680 1,740 1,800 1,860 1,920

NOTE: Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission, after consultation with the Department.

Approved -- Civil Service Commission  
Certified Correct for some positions  
Deputy's Description for some positions--  
Over.





CLERK, GRADE 4DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Acting as Secretary to the District Superintendent of Postal Service of a large district; handling correspondence of a confidential nature; in charge of all confidential files and papers; taking shorthand notes and typing of confidential correspondence; replying to letters and enquiries without dictation; meeting the public and arranging appointments for the District Superintendent of Postal Service; and other related work. This work involves the exercise of considerable independent judgment and an extensive knowledge of Post Office procedure.



CLERK, GRADE 3DEFINITION OF CLASS:

To perform clerical work requiring specialized knowledge of clerical methods or of office practice and procedure; to be responsible for performing an important clerical operation involving the exercise of independent judgment or to be responsible for maintaining a section of accounting, filing, mailing, correspondence, statistics, or other office work; to be responsible for the work of assistants, or to supervise a number of employees engaged in clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least three years of experience in clerical work; supervisory ability or training in specialized office work; good knowledge of modern office practice, tact and good judgment.

COMPENSATION:

Annual: \$1,380 1,440 1,500 1,560 1,620

Note: Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission, after consultation with the Department.

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.





CLERK, GRADE 2DEFINITION OF CLASS:

To perform, under supervision, clerical work requiring skill, previous experience, and a knowledge of clerical methods; to be responsible for performing clerical operations involving the application of office practice and procedure, or to be responsible for maintaining an assigned part of accounting, filing, mailing, correspondence, statistics, or other office work; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least two years of experience in clerical work; some knowledge of modern office practice; in some cases training in specialized office work; intelligence, tact and good judgment.

COMPENSATION:

Annual: \$1,080 1,140 1,200 1,260 1,320 1,380

Note: Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission, after consultation with the Department.

Approved -- Civil Service Commission  
 Certified Correct for some positions  
 Deputy's Description for some positions.  
 Over.

REMARKS OF THE

TO THE HOUSE OF REPRESENTATIVES  
IN SENATE, FEBRUARY 18, 1878.  
BY  
JAMES H. HARRIS, SECRETARY OF THE HOUSE.  
WASHINGTON: GOVERNMENT PRINTING OFFICE, 1878.

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WASHINGTON: GOVERNMENT PRINTING OFFICE, 1878.

CLERK, GRADE 2

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Receiving, opening and distributing incoming mails; checking and distributing stationery supplies; packing and despatching rural mail boxes; sealing and despatching ordinary and registered mail; and other related messenger duties.

1. THE STATE

2. THE PEOPLE

3. THE GOVERNMENT

THE STATE OF NEW YORK, in and for the County of ... do hereby certify that the within and foregoing is a true and correct copy of the original as the same appears from the records of the said County.

CLERK, GRADE 1DEFINITION OF CLASS:

To perform, under supervision, routine clerical work as assigned; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; intelligence; ability to understand and follow directions, tact and good judgment.

COMPENSATION:

Annual: \$720 780 840 900 960 1,020

NOTE: Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Approved-- Civil Service Commission  
Certified Correct -- Deputy Minister



## THE CASE

### THE FACTS

To perform, under emergency, various services  
which are assigned; and to perform other related work as  
may be required.

### THE DUTY

Primarily general assistance, and occasionally other  
special duties, including activity in connection with  
local, national, and international organizations.

### THE QUALIFICATIONS

Should have the following qualifications:

1. Have the equivalent in experience to that  
of a graduate and university level, general  
education as well as specific training in  
education and the study of education. It  
is required by the Civil Service Commission that  
the minimum is completed.

## CONFIDENTIAL MESSENGER

### DEFINITION OF CLASS:

To receive and deliver confidential messages or moneys and other valuables; and to perform other related messenger and incidental clerical work as assigned.

### QUALIFICATIONS:

Primary school education; judgment, discretion, tact and trustworthiness; ability to keep confidential matter secret; some knowledge of office methods.

### COMPENSATION:

Annual: \$1,080 1,140 1,200 1,260 1,320

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

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## DEPARTMENTAL ACCOUNTANT, GRADE 5

### DEFINITION OF CLASS:

To control and direct the operation of an entire system of accounts maintained by one of the largest departments with major accounting requirements; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system; to devise and direct the installation of new and improved methods of accounting; to direct the work of heads of divisions; to act in an advisory capacity on questions pertaining to the finances of a department and other matters connected therewith; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting or fiscal statements; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to university graduation; at least eight years of experience in charge of an important division of an accounting office in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of finance and constructive accountancy; wide knowledge of the Dominion Government's accounting system and of the regulations, Orders in Council and Acts of Parliament governing the control and administration of the various services of a department; administrative ability of a high order; mature judgment.

### COMPENSATION:

Annual: \$3,600   3,780   3,960   4,140

Approved -- Civil Service Commission  
Deputy's Description -- Over.





DEPARTMENTAL ACCOUNTANT, GRADE 5DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To be responsible under the Financial Superintendent for the work of the Money Order Division, Financial Branch; to supervise the staff and pass upon difficult administrative problems; to direct the auditing of paid money Orders; to make recommendations with regard to money order work and policies; to handle special correspondence affecting the Branch; to study the exchange situation so as to fix the rates for foreign countries; to prepare Money Order Conventions with foreign countries; to apply new methods of procedure; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training with specialization in banking and exchange; at least four years of experience in money order work or auditing work; technical knowledge of machine audit systems; administrative and organizing ability; tact and good judgment.



DEPARTMENTAL ACCOUNTANT, GRADE 5

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To have charge under the Financial Superintendent, of the supervision and audit of all the accounts known as "Cash Accounts" rendered by postmasters of accounting offices throughout the Dominion; to see that these accounts are properly prepared and that all cash received is promptly deposited to the credit of the Receiver General; to control and direct the operation of the headquarters accounting system of the postal revenue of the Dominion; to devise, recommend and put in effect alterations in the accounting system to meet the changing requirements of the service, as well as improved methods; to have charge of the supervision and audit of the accounts between the Post Office Department of Canada and the postal administrations of other countries, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; demonstrated ability and at least nine years of experience in departmental accounting; wide knowledge of the scope, structure and purpose of the Dominion Government's accounting system and of the statements and reports which are required of any given department; wide knowledge of modern office practice; administrative ability of a high order.





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DEPARTMENTAL ACCOUNTANT, GRADE 4

DEFINITION OF CLASS:

To control and direct the operation of an entire system of accounts maintained by one of the larger departments; or to hold a position as deputy to an accounting officer of higher rank; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system, of one of the largest departments; to devise and direct the installation of new and improved methods of accounting; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least six years of experience in charge of an important division of an accounting office in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of finance and constructive accountancy; wide knowledge of the Dominion Government's accounting system and of the regulations, Orders in Council and Acts of Parliament governing the control and administration of the various services of a department; administrative ability; mature judgment.

COMPENSATION:

Annual: \$3,120 3,240 3,360 3,480 3,600

Approved -- Civil Service Commission  
Certified Correct for one position  
Deputy's Description for one position -- Over.



# THE HISTORY OF THE UNITED STATES

## CHAPTER I

The history of the United States is a story of the growth of a nation from a collection of small, separate states into a great, unified country. It is a story of the struggles and triumphs of a people who have built a government of the people, by the people, and for the people. The story begins with the first settlers who came to the shores of North America, and it continues to the present day, as the United States grows and changes with the times.

## CHAPTER II

The second chapter of the history of the United States is a story of the early years of the nation. It is a story of the struggles of the first settlers to build a life in a new land, and of the efforts of the early government to establish a system of laws and order. It is a story of the growth of the nation from a small, isolated community into a great, powerful country.

## CHAPTER III

The third chapter of the history of the United States is a story of the early years of the nation.

DEPARTMENTAL ACCOUNTANT, GRADE 4DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To have charge under the Financial Superintendent of the administration of the Post Office Savings Bank system. To supervise all accounting procedure, including the accounting for deposits, renewals, interest credits and withdrawals, transfers to or from other banks or financial institutions and the British Post Office Savings Bank.

To devise necessary accounting records both for Headquarters Office and for Branch Offices and report on the necessity for new accounting systems and for changes in Savings Bank regulations as required.

To supervise the settlement of all claims arising out of Post Office Savings Bank accounts and to prepare reports, returns and financial statements required by Statute or returns required by the Minister of Finance or the Auditor General.

QUALIFICATIONS:

Education equivalent to university graduation, a knowledge of constructive accountancy; an extended experience in banking practice and procedure and acquaintance with estate and inheritance laws of all provinces of Canada, together with a thorough knowledge of procedure under the Savings Bank Act and of Orders-in-Council and Acts of Parliament affecting Savings Bank procedure; administrative ability; mature judgment.

INTERNATIONAL BANKING

INTERNATIONAL BANKING

INTERNATIONAL BANKING

The bank is a member of the International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA). It is a member of the World Bank Group, which also includes the International Finance Corporation (IFC) and the Multilateral Investment Guarantee Agency (MIGA). The bank is a member of the International Monetary Fund (IMF) and the World Trade Organization (WTO). It is a member of the International Chamber of Commerce (ICC) and the International Union of Pure and Applied Chemistry (IUPAC). It is a member of the International Union of Pure and Applied Physics (IUPAP) and the International Union of Pure and Applied Mathematics (IUPM). It is a member of the International Union of Pure and Applied Biology (IUPAB) and the International Union of Pure and Applied Geology (IUPG). It is a member of the International Union of Pure and Applied Chemistry (IUPAC) and the International Union of Pure and Applied Physics (IUPAP).

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INTERNATIONAL BANKING

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## DEPARTMENTAL ACCOUNTANT, GRADE 3

### DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by a department with considerable accounting requirements; to be the responsible administrative head of a large independent departmental government accounting office or to act as deputy to an accounting officer of higher rank or to be responsible for the most important section of the accounting work in a departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system, of one of the larger departments; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally to prepare the more important accounting statements; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of experience in a position of responsibility in accounting in the Dominion Service or in work of equivalent character and standard; thorough knowledge of the fundamental principles of double entry bookkeeping, accountancy and finance; wide knowledge of the Dominion Government's accounting system and of the regulations, Orders in Council and Acts of Parliament governing the control and administration of the various services of a department; administrative ability; mature judgment.

### COMPENSATION:

Annual: \$ 2,700   2,820   2,940   3,060   3,120

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



## THE HISTORY OF THE UNITED STATES

### CHAPTER I

THE HISTORY OF THE UNITED STATES  
FROM THE FIRST SETTLEMENTS  
TO THE PRESENT TIME  
BY  
JAMES OSGOOD  
OF THE MASSACHUSETTS BAR  
AND  
OF THE MASSACHUSETTS LEGISLATURE  
IN TWO VOLUMES  
VOL. I  
NEW YORK  
PUBLISHED BY  
J. B. LIPPINCOTT & CO.  
1854

### CHAPTER II

THE HISTORY OF THE UNITED STATES  
FROM THE FIRST SETTLEMENTS  
TO THE PRESENT TIME  
BY  
JAMES OSGOOD  
OF THE MASSACHUSETTS BAR  
AND  
OF THE MASSACHUSETTS LEGISLATURE  
IN TWO VOLUMES  
VOL. II  
NEW YORK  
PUBLISHED BY  
J. B. LIPPINCOTT & CO.  
1854

### CHAPTER III

THE HISTORY OF THE UNITED STATES  
FROM THE FIRST SETTLEMENTS  
TO THE PRESENT TIME  
BY  
JAMES OSGOOD  
OF THE MASSACHUSETTS BAR  
AND  
OF THE MASSACHUSETTS LEGISLATURE  
IN TWO VOLUMES  
VOL. III  
NEW YORK  
PUBLISHED BY  
J. B. LIPPINCOTT & CO.  
1854



DEPARTMENTAL ACCOUNTANT, GRADE 2

DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by a small department or by a large independent departmental government office; to act as deputy to an accounting officer of higher rank or to be responsible for an important section of the work in departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of the returns which are required by statute or under the Dominion's accounting system; to direct the necessary staff; to inspect and verify the work of subordinates and in some cases personally prepare the more important accounting statements; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of experience in a position of responsibility in accounting work in the Dominion Service or work of equivalent character and standard; a good knowledge of the fundamental principles of double entry book-keeping and accountancy; thorough knowledge of the Dominion Government's accounting system and modern office practice; supervisory ability; tact and good judgment.

COMPENSATION:

Annual: \$2,220   2,340   2,460   2,580   2,700

Approved -- Civil Service Commission  
 Certified Correct -- Deputy Minister.



## DEPARTMENTAL ACCOUNTANT, GRADE 1

### DEFINITION OF CLASS:

To direct the operation of an entire system of accounts maintained by an independent departmental government office; to act as deputy to an accounting officer of higher rank or to be responsible for a section of the work in a departmental accounting office; to be responsible for the maintenance of the accounting records and the preparation of returns which are required by statute or under the Dominion's accounting system; to direct the necessary staff; to inspect and verify the work of subordinates and personally prepare important accounting statements; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience in accounting work in the Dominion Service, or work of equivalent character and standard; knowledge of the fundamental principles of double entry bookkeeping and accountancy; a knowledge of the Dominion Government's accounting system and modern office practice; tact and good judgment.

### COMPENSATION:

Annual: \$1,740 1,860 1,980 2,100 2,220

Approved-- Civil Service Commission  
Certified Correct-- Deputy Minister.





## DEPUTY MINISTER.

### DEFINITION OF CLASS:

To be responsible, under a Minister, for the work and employees of a department; to have administrative charge of carrying out the policies of the department, coordinating the activities of the various branches, and directing the formulation of administrative procedure, rules, and regulations; to make recommendations regarding matters of policy and organization; to meet the public; to arrange hours of work for employees, allot tasks, maintain discipline, and pass upon difficult administrative problems; to supervise the keeping of the department's records and the handling of its correspondence; to direct the preparation of parliamentary returns and estimates and the department's annual reports; and to perform other related work as required.

### QUALIFICATIONS:

Such qualifications as may be satisfactory to the Governor in Council.

### COMPENSATION:

Annual: a flat rate not less than \$4,200 nor more than \$8,000 the rate for each Deputy Minister's position to be determined by the Governor in Council and to be based upon an appraisal of the duties and responsibilities of the position in relation to the volume and importance of the work of the department.

Approved-- Civil Service Commission  
Certified Correct-- Deputy Minister.





## DIRECTOR OF STAFF AND POSTAL PUBLICITY

### DEFINITION OF CLASS:

Under direction to have charge of the Staff and Publicity Branch of the Post Office Department; to supervise staff control of the headquarters staff of the Department, including changes in classification, promotions, transfers, annual increases, etc., and the preparation of salary estimates; to have charge of the publicity work of the Department; to have charge of the departmental translators; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; wide knowledge of modern office practice, the preparation of publicity material, and of the work of the Post Office Department; administrative ability of a high order.

### COMPENSATION:

Annual: \$3,720 4,020 4,320 4,620

Approved -- Civil Service Commission  
Deputy's Description -- Over.

THEORY OF THE EARTH

CHAPTER I

The earth is a sphere of which the surface is divided into four parts, each of which is called a quarter or a globe. The surface of the earth is not perfectly smooth, but is covered with mountains, valleys, rivers, and seas. The surface of the earth is also divided into different parts, each of which is called a country or a nation. The surface of the earth is also divided into different parts, each of which is called a country or a nation.

CHAPTER II

The earth is a sphere of which the surface is divided into four parts, each of which is called a quarter or a globe. The surface of the earth is not perfectly smooth, but is covered with mountains, valleys, rivers, and seas. The surface of the earth is also divided into different parts, each of which is called a country or a nation. The surface of the earth is also divided into different parts, each of which is called a country or a nation.

CHAPTER III

The earth is a sphere of which the surface is divided into four parts, each of which is called a quarter or a globe. The surface of the earth is not perfectly smooth, but is covered with mountains, valleys, rivers, and seas. The surface of the earth is also divided into different parts, each of which is called a country or a nation. The surface of the earth is also divided into different parts, each of which is called a country or a nation.

## DIRECTOR OF STAFF AND POSTAL PUBLICITY.

### DEPUTY'S DESCRIPTION.

#### DEFINITION OF CLASS:

Under direction of the Deputy Postmaster General to have charge of the Staff and Publicity Branch, which involves the following:

To supervise staff control of the headquarters staff of the Department, involving appointments, statutory increases of salary, promotional competitions, promotions, transfers, resignations, retirements or dismissals as well as disciplinary action, classification of new positions, reclassifications of existing positions, reorganizations of units of the Department and general staff subjects and staff policies.

To have charge of the preparation of Estimates for Parliament covering the entire postal service, and of statements embodying the results of studies of past expenditures and future requirements.

To have charge of the publicity work of the Department involving the preparation and issue of matter through the following media; distribution of blotters and booklets to mailing public; display of posters and calendars in Post Office lobbies, signs on Post Office lobbies, signs on Post Office trucks, etc.; demonstrations of Post Office work at Exhibitions and Fall Fairs; Illustrated Postal Lectures at schools, business clubs, conventions, etc.; motion pictures illustrating Post Office work shown at theatres, fairs, etc.; broadcasting of radio messages; stamped impressions on letters by use of cancelling dies; write-ups in newspapers and magazines.

To have charge of the preparation of Post Office Rural Directories containing the names and occupations of householders in Canada also the preparation of booklets, "Number of Householders at Post Office and on Rural Routes".

To have charge of the collection of statistics covering the use of the mails by business concerns, etc.

To have charge of the issue of the Post Office Weekly Bulletin.

To have charge of the Departmental Library.



THE

REPORT

OF THE

THE REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE, IN ANSWER TO A RESOLUTION OF THE HOUSE OF COMMONS, PASSED ON THE 12TH MARCH 1871.

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DIRECTOR OF STAFF AND POSTAL PUBLICITY  
(Cont'd)

To have charge of the welfare activities of the Department.

To have immediate supervision of the entire translation work of the Department in order to effect uniformity in the use of postal terms and to generally co-ordinate the work connected with the French correspondence, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; wide knowledge of modern office practice, the preparation of publicity material and of the work of the Post Office Department, also postal terminology in both English and French.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE  
FOR THE YEAR 1891

THE LAND OFFICE OF THE UNITED STATES DEPARTMENT OF THE INTERIOR  
IN RESPONSE TO A RESOLUTION OF THE SENATE PASSED MAY 12, 1890  
AND A RESOLUTION OF THE HOUSE OF REPRESENTATIVES PASSED  
JUNE 15, 1890, RELATIVE TO THE LANDS BELONGING TO THE  
UNITED STATES, AND TO THE LANDS BELONGING TO THE  
SEVERAL STATES.

CONTENTS

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE  
FOR THE YEAR 1891, WITH A SUMMARY OF THE LANDS  
BELONGING TO THE UNITED STATES, AND TO THE SEVERAL  
STATES, AND TO THE LANDS BELONGING TO THE  
UNITED STATES, AND TO THE SEVERAL STATES.

## DISTRICT EXAMINER, POSTAL SERVICE

### DEFINITION OF CLASS:

Under the direction of the District Superintendent of Postal Service, to be responsible for the examination of postal employees on distribution duties of office and postal laws and regulations within a postal district; to act as presiding examiner on examinations on postal laws and regulations and to conduct case examinations; to advise the Chief Examiner in regard to changes in examination procedure; and to perform other postal work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; six years of postal experience, at least three years of which shall have been in supervising forward sortation or in the Railway Mail Service; mental alertness; familiarity with distribution schemes; good judgment; tact and ability to deal with other officials and postal employees.

### COMPENSATION:

Annual: \$2,340    2,460    2,580    2,700

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

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## DISTRICT SUPERINTENDENT OF POSTAL SERVICE

### DEFINITION OF CLASS:

Under the direction of the General Superintendent of Postal Service and subject to the supervision of a Division Superintendent of Postal Service to supervise the establishment and maintenance of all postal activities within an assigned district; to supervise the work and employees of the staff of the district office; to supervise the routine and special inspection of post offices; to oversee the arrangement of details for the opening, closing, or transferring of post offices, and the performance of contract service; to control the management and discipline of post offices and railway post offices; to supervise the instruction of employees of all such offices, and advise postmasters and other supervisory officials as to the best methods of organization, administration and discipline; to conduct investigations and perform special assignments in connection with any activities of the Post Office Department, and direct the detection and prosecution of frauds and irregularities in connection with any postal matters; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least 10 years of experience in a supervisory capacity in connection with postal work, two years of which shall have been in a position equivalent to that of Postmaster of a Grade 7 Office, or Post Office Inspector; thorough familiarity with all phases of mail handling operations; a high degree of executive and organizing ability; tact, good address.

### COMPENSATION:

Annual: \$3,720 3,900 4,080 4,260 4,440 4,620

Note: Compensation for "District Superintendent of Postal Service" at Toronto and Montreal -  
\$4,320 4,620 4,920 5,220

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



CONSTITUTIONAL HISTORY OF THE UNITED STATES

THE CONSTITUTION OF THE UNITED STATES

When the American people gathered in the Convention of 1787 to frame a new Constitution, they were faced with the task of creating a government that would be strong enough to govern the people, but not so strong as to oppress them. The framers of the Constitution were divided into two main groups: the Federalists, who favored a strong central government, and the Anti-Federalists, who favored a weak central government. The Federalists argued that a strong central government was necessary to maintain order and protect the rights of the people. The Anti-Federalists argued that a strong central government would be a threat to the rights of the states and the people. The Constitution was eventually adopted, but it was not without controversy. The Bill of Rights, which was added to the Constitution in 1791, was a response to the concerns of the Anti-Federalists. The Bill of Rights guarantees the rights of the people, such as the right to a fair trial, the right to free speech, and the right to bear arms. The Constitution has since been amended many times, but the basic principles of the document remain the same. The Constitution is the foundation of the United States government, and it is the duty of every citizen to understand and support it.

THE CONSTITUTION OF THE UNITED STATES

The Constitution of the United States is the supreme law of the land. It is the foundation of the government, and it is the duty of every citizen to understand and support it. The Constitution is a living document, and it has evolved over time through amendments and judicial interpretation. The Constitution guarantees the rights of the people, and it sets the limits of the power of the government. The Constitution is the cornerstone of the United States, and it is the source of the government's authority. The Constitution is the foundation of the United States government, and it is the duty of every citizen to understand and support it.

1787, 1791, 1803, 1805, 1810, 1820, 1833, 1850, 1861, 1865, 1868, 1870, 1875, 1876, 1878, 1881, 1888, 1893, 1898, 1901, 1907, 1913, 1919, 1920, 1921, 1924, 1925, 1927, 1929, 1932, 1933, 1937, 1941, 1944, 1947, 1950, 1951, 1952, 1954, 1959, 1960, 1961, 1964, 1967, 1971, 1972, 1977, 1981, 1987, 1991, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 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3438, 3439, 3440, 3441, 3442, 3443, 3444, 3445, 3446, 3447, 3448, 3449, 3450, 3451, 3452, 3453, 3454, 3455, 3456, 3457, 3458, 3459, 3460, 3461, 3462, 3463, 3464, 3465, 3466, 3467, 3468, 3469, 3470, 3471, 3472, 3473, 3474, 3475, 3476, 3477, 3478, 3479, 3480, 3481, 3482, 3483, 3484, 3485, 3486, 3487, 3488, 3489, 3490, 3491, 3492, 3493, 3494, 3495, 3496, 3497, 3498, 3499, 3500, 3501, 3502, 3503, 3504, 3505, 3506, 3507, 3508, 3509, 3510, 3511, 3512, 3513, 3514, 3515, 3516, 3517, 3518, 3519, 3520, 3521, 3522, 3523, 3524, 3525, 3526, 3527, 3528, 3529, 3530, 3531, 3532, 3533, 3534, 3535, 3536, 3537, 3538, 3539, 3540, 3541, 3542, 3543, 3544, 3545, 3546, 3547, 3548, 3549, 3550, 3551, 3552, 3553, 3554, 3555, 3556, 3557, 3558, 3559, 3560, 3561, 3562, 3563, 3564, 3565, 3566, 3567, 3568, 3569, 3570, 3571, 3572, 3573, 3574, 3575, 3576, 3577, 3578, 3579, 3580, 3581, 3582, 3583, 3584, 3585, 3586, 3587, 3588, 3589, 3590, 3591, 3592, 3593, 3594, 3595, 3596, 3597, 3598, 3599, 3600, 3601, 3602, 3603, 3604, 3605, 3606, 3607, 3608, 3609, 3610, 3611, 3612, 3613, 3614, 3615, 3616, 3617, 3618, 3619, 3620, 3621, 3622, 3623, 3624, 3625, 3626, 3627, 3628, 3629, 3630, 3631, 3632, 3633, 3634, 3635, 3636, 3637, 3638, 3639, 3640, 3641, 3642, 3643, 3644, 3645, 3646, 3647, 3648, 3649, 3650, 3651, 3652, 3653, 3654, 3655, 3656, 3657, 3658, 3659, 3660, 3661, 3662, 3663, 3664, 3665, 3666, 3667, 3668, 3669, 3670, 3671, 3672, 3673, 3674, 3675, 3676, 3677, 3678, 3679, 3680, 3681, 3682, 3683, 3684, 3685, 3686, 3687, 3688, 3689, 3690, 3691, 3692, 3693, 3694, 3695, 3696, 3697, 3698, 3699, 3700, 3701, 3702, 3703, 3704, 3705, 3706, 3707, 3708, 3709, 3710, 3711, 3712, 3713, 3714, 3715, 3716, 3717, 3718, 3719, 3720, 3721, 3722, 3723, 3724, 3725, 3726, 3727, 3728, 3729, 3730, 3731, 3732, 3733, 3734, 3735, 3736, 3737, 3738, 3739, 3740, 3741, 3742, 3743, 3744, 3745, 3746, 3747, 3748, 3749, 3750, 3751, 3752, 3753, 3754, 3755, 3756, 3757, 3758, 3759, 3760, 3761, 3762, 3763, 3764, 3765, 3766, 3767, 3768, 3769, 3770, 3771, 3772, 3773, 3774, 3775, 3776, 3777, 3778, 3779, 3780, 3781, 3782, 3783, 3784, 3785, 3786, 3787, 3788, 3789, 3790, 3791, 3792, 3793, 3794, 3795, 3796, 3797, 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, 3808, 3809, 3810, 3811, 3812, 3813, 3814, 3815, 3816, 3817, 3818, 3819, 3820, 3821, 3822, 3823, 3824, 3825, 3826, 3827, 3828, 3829, 3830, 3831, 3832, 3833, 3834, 3835, 3836, 3837, 3838, 3839, 3840, 3841, 3842, 3843, 3844, 3845, 3846, 3847, 3848, 3849, 3850, 3851, 3852, 3853, 3854, 3855, 3856, 3857, 3858, 3859, 3860, 3861, 3862, 3863, 3864, 3865, 3866, 3867, 3868, 3869, 3870, 3871, 3872, 3873, 3874, 3875, 3876, 3877, 3878, 3879, 3880, 3881, 3882, 3883, 3884, 3885, 3886, 3887, 3888, 3889, 3890, 3891, 3892, 3893, 3894, 3895, 3896, 3897, 3898, 3899, 3900, 3901, 3902, 3903, 3904, 3905, 3906

DRAFTSMANDEFINITION OF CLASS:

Under supervision, to draw maps and plans; to plot survey notes; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing, with one year of subsequent experience in a drafting office, or three years of experience in a drafting office; ability to make neat, accurate, and complete plans and drawings from notes or sketches.

COMPENSATION:

|         |         |       |       |       |       |
|---------|---------|-------|-------|-------|-------|
| Annual: | \$1,500 | 1,560 | 1,620 | 1,680 | 1,740 |
|         |         |       |       | 1,800 |       |

Approved -- Civil Service Commission  
 Certified Correct -- Deputy Minister.

## Section 1

### Section 1

Section 1 of the Act of 1906, Chapter 108, of the Acts of the Legislature of the State of New York, is hereby amended to read as follows:

### Section 1

Section 1 of the Act of 1906, Chapter 108, of the Acts of the Legislature of the State of New York, is hereby amended to read as follows:

### Section 1

Section 1 of the Act of 1906, Chapter 108, of the Acts of the Legislature of the State of New York, is hereby amended to read as follows:

HEAD CLERKDEFINITION OF CLASS:

To perform independently important clerical work requiring a high degree of specialized knowledge, ability, and long experience, or to supervise a fairly large group of clerical employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a very large group of clerical employees engaged in simple clerical work, or to take charge of a considerable administrative unit, requiring the exercise of a high order of independent judgment and discretion; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably some university training; a high degree of specialized knowledge of the clerical work and procedure of an organization; at least three years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; considerable administrative ability.

COMPENSATION:

Annual: \$2,520 2,640 2,760 2,880 3,000

NOTE: Where quarters or other allowance is provided, the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission, after consultation with the Department.

Approved -- Civil Service Commission  
 Certified Correct for some positions  
 Deputy's Description for some positions --  
 Over.







HEAD CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction of the Chief Superintendent, Railway Mail Service; to supervise the Examination Section responsible for the work of holding statutory examinations for Postal Employees; to be responsible for the preparing and revising of sortation test case plans used by District Examiners for Forward and City Sortation examinations; to be responsible for the preparation, manifolding and distributing of examination papers; to be responsible for the collection, marking and rating of these written examinations; to prepare and revise stampout sortation and routing schemes for use in Canada and in the International Postal Service; to be responsible for the maintenance of relative records; to conduct important correspondence and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to High School graduation and preferably some University training; a high degree of specialized knowledge of postal work and procedure; a wide knowledge of sortation and routing and of postal laws and regulations; considerable experience in the Outside Postal Service in a responsible capacity.



HEAD CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under the direction of the Chief Superintendent, Railway Mail Service, to prepare reports, memoranda and Orders-in-Council on the use of Rail and Water Public Carriers for the transportation of mails.

To supervise the manning of R.P.O's and compile statistical data connected with the classification of R.P. O's.

To prepare, supervise and issue Distribution lists used in mail distribution and the Schedule of Mail Trains, Water Services and Air Mail Services.

To be responsible for the lay-out and equipment of Postal Cars.

To supervise the transportation and handling of British and Foreign mails and to maintain the necessary records.

To supervise the staff engaged in the above duties and conduct the more important related correspondence.

To control and supervise the Office Service Section, Railway Mail Service.

QUALIFICATIONS:

Education equivalent to high school graduation, a high degree of specialized knowledge of postal procedure, familiar with transportation methods with a wide knowledge of routing of mail practices, ability to prepare reports and memoranda on the use of public carriers for mail purposes.

# REPORT

## REPORT ON THE

### REPORT ON THE

The following is a summary of the results of the investigation conducted by the Committee on the subject of the proposed amendment to the Constitution of the United States, relating to the election of the President and Vice-President.

The Committee has considered the various arguments advanced in support of and in opposition to the proposed amendment, and has concluded that the amendment is not necessary, and that the existing system is sufficient to secure the election of the President and Vice-President.

The Committee has also considered the question of the election of the President and Vice-President by the people, and has concluded that such a change is not desirable, as it would result in the election of a President and Vice-President who are not qualified to perform the duties of their office.

The Committee has further considered the question of the election of the President and Vice-President by the electors, and has concluded that such a change is not desirable, as it would result in the election of a President and Vice-President who are not qualified to perform the duties of their office.

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HEAD CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under the Chief Superintendent of Railway Mail Service to supervise a service pre-audit of accounts for mail service by rail and water and also of railway mail clerks' mileage payments and allowances; to supervise the compilation of statistics and cost finding methods on rail and water transportation, and the preparation of reports dealing with the rates of payment authorized and on the adjustment of claims of public carriers; to supervise the audit system of rail and water transportation accounts maintained in the various District Offices; to direct necessary staff and perform other relative duties as required. The preparation of reports and the claims of Public carriers for rates of payment for the transportation of mail and adjustment of claims in Service accounts.

QUALIFICATIONS:

Education equivalent to high school graduation, thorough knowledge of transportation rates, practice and procedure and considerable experience in Departmental accounting; wide knowledge of modern office practice and specially familiar with cost finding methods and the compilation of transportation statistics together with the preparation of reports thereon; supervisory ability.





HEAD CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To perform independently important clerical work requiring a high degree of technical and specialized knowledge, ability and long experience; to take charge of a considerable administrative unit, requiring the exercise of a high order of independent judgment and discretion; to supervise a fairly large group of clerical employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, and to perform other related work as required.

Examples: Preparing recommendations for air mail services and drawing up contracts for such services with aircraft specifications; passing upon applications for air mail service; supervising the clerical work involved in inviting tenders, and preparing contract specifications for air mail services; preparing publicity material.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably some university training; a high degree of specialized knowledge of the clerical work and procedure of an organization; at least three years of clerical experience in a supervisory capacity; detailed knowledge of Post Office procedure; contract laws, specification and interpretation of contracts; airplanes' capacities, speeds and peculiarities; flying conditions; landing fields; beacons; radio direction and equipment; journalistic experience and ability; considerable administrative ability.



53

HEAD CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To supervise correspondence and issue instructions respecting:

Postal Union Congresses or other international postal gatherings to change or amend international postal laws and regulations.

International postal services including international parcel post services governed by Universal Postal Union Conventions or by separate postal conventions and agreements (except Money Order Agreements) with other countries, and the regulations for their execution; classification of international mail matter, international postal rates, international postal procedure, exchange of international mails, ocean transportation of international mails from Canada, etc.

International registered, insured and C.O.D. services; all international cases involving losses, abstractions, delays, missendings, etc., and the adjustment of indemnity claims in relation thereto.

The taking of statistics and preparation of accounts for submission to other countries to determine the balances due from or to them in respect of maritime and land transit of international mails, including international parcel post.

The establishment of international air mail services, the fixing of international air mail rates, and the taking of statistics and preparation of accounts with other countries in connection with international air mail services;

Fraudulent or other matter prohibited in the international mails.

Fraudulent postage stamps on articles of mail to and from other countries.

The taxing or rating of insufficiently prepaid mail matter to and from other countries.

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HEAD CLERK (Cont'd)

The withdrawal of articles conveyed in the international mails, or changing the address of such articles.

All cases relating to Franking Notes.

Refunds of postage on international mail (ordinary, registered, insured and C.O.D.).

Translation of letters and documents in languages other than English and French.

The preparation of the International Mails section of the Annual Official Postal Guide and notices for the Monthly Supplements with respect to international mail services.

QUALIFICATIONS:

Education equivalent to high school graduation, a thorough knowledge of the work of the International Mails Division, also Postal Union Regulations including rates of postage, limits of weight, prohibitions, etc.; Postal convention procedure, etc; at least five years clerical experience of the work of the Branch; considerable administrative ability.

1950-51

The following is a list of the names of the persons who have been elected to the office of the President of the United States since 1789.

All names listed in this column.

George Washington, John Adams, Thomas Jefferson, James Madison, James Monroe, John Quincy Adams, Andrew Jackson, Martin Van Buren, William Henry Harrison, John Tyler, Zachary Taylor, Franklin Pierce, Abraham Lincoln, Andrew Johnson, Ulysses S. Grant, Rutherford B. Hayes, James A. Garfield, Chester A. Arthur, Grover Cleveland, Benjamin Harrison, William McKinley, Theodore Roosevelt, William Howard Taft, Woodrow Wilson, Warren G. Harding, Calvin Coolidge, Herbert Hoover, Franklin D. Roosevelt, Harry S. Truman, Dwight D. Eisenhower, John F. Kennedy, Lyndon B. Johnson, Richard M. Nixon, Gerald R. Ford, Jimmy Carter, Ronald Reagan, George H. W. Bush, Bill Clinton, George W. Bush, Barack Obama, Donald Trump.

These names are listed in the order in which they were elected to the office of the President of the United States.

The names of the persons who have been elected to the office of the Vice President of the United States since 1789 are listed in the column on the right.

1950-51

The following is a list of the names of the persons who have been elected to the office of the Vice President of the United States since 1789.

6-1

HEAD CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To supervise correspondence and issue instructions respecting:

Classification of mail matter; postal rates; modes of packing mail matter; limitations of size and weight; authorization and safeguarding of franking privileges; authorization and safeguarding of statutory mailing privileges for newspapers and periodicals including foreign newspapers and periodicals mailed in Canada; authorizing and safeguarding of postage-paid-in-cash and of precancelled postage stamps.

Exclusion of matter from the mails; rulings as to the delivery of mail the ownership of which is in dispute; as to the mailability of alleged indecent, obscene or scurrilous matter; decision in cases relating to lotteries and the mis-use of mails in schemes to defraud the public; infractions of postal laws and regulations, including all such cases requiring legal decision or action; application for clemency for crimes committed against postal laws.

Development of public services such as prepayment of postage in cash, parcel post, special delivery, etc; introduction of new services for the benefit of business firms and the public generally which are calculated to facilitate mailings and also increase the postal revenue; together with any preparatory work in connection with the development and extension of any phase of postal work.

To supervise the:

Preparation of the Postmaster General's Annual Report, the annual official Postal Guide and monthly supplements thereto; issuing of all permits or licenses in respect of the use of postage meter or cash register machines for the prepayment of postage or the sale of cash register machines for the prepayment of postage or the sale of postage stamps to the public;

adjustment of claims.

SECRET

CONFIDENTIAL

REPLY TO LETTER

TO THE DIRECTOR, BUREAU OF INVESTIGATION

WASHINGTON, D.C.

Reference is made to your letter of the 10th instant, regarding the matter of the 1st instant, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. The results of their action will be reported to you as soon as they are received.

Very truly yours,  
Special Agent in Charge

In case of any further information or action required, please advise this office by return mail. The Bureau will be glad to cooperate in any way possible to the end that the matter may be brought to a speedy and satisfactory conclusion.

To the Bureau of Investigation

Very truly yours,  
Special Agent in Charge



HEAD CLERK, (Cont'd)

adjustment of claims from the public against the postal service in consequence of any accident caused by a post office vehicle; preparation of answers to questions asked in Parliament and the preparation of parliamentary returns.

QUALIFICATIONS:

Education equivalent to high school graduation; a thorough knowledge of the work of the Domestic Mails Division, also postal regulations including rates of postage, limits of weight, prohibitions, etc; Post Office Act and other legislation relating to the Postal Service of Canada; at least five years clerical experience in the work of the Branch; considerable administrative ability.





## HEAD CLERK

### DEPUTY'S DESCRIPTION

#### DEFINITION OF CLASS:

To supervise maintenance of the staff records of the headquarters staff of the Department ( numbering over 900 employees) including correspondence with Branch Heads, the Civil Service Commission, other Departments, employees and others in regard to appointments, statutory increases of salary, transfers, promotional competitions, promotions, resignations, retirements or dismissals as well as disciplinary action; classification of new positions, reclassifications of existing positions, reorganizations of units of the Department and general staff subjects.

To supervise the preparation of estimates for Parliament covering the entire Postal Service which necessitates a close study of departmental expenditures in conjunction with possible requirements during the ensuing fiscal year, and to embody the results of these studies in both comparative and alternative proposition statements submitted to the Postmaster General.

To prepare or collate, as the case may be, information furnished Members of Parliament by the Postmaster General when departmental estimates are under consideration.

#### QUALIFICATIONS:

Education equivalent to high school graduation; an intimate knowledge of legislation and regulations governing all staff matters; a thorough knowledge of postal operations generally in order to properly supervise preparation of estimates; some acquaintance with Parliamentary procedure; at least three years of clerical experience in a supervisory capacity; considerable administrative ability.

SECRET

MEMORANDUM FOR THE SECRETARY OF DEFENSE

DATE: 10/10/54

TO: SECRETARY OF DEFENSE  
FROM: [illegible]  
SUBJECT: [illegible]  
1. [illegible]  
2. [illegible]  
3. [illegible]  
4. [illegible]  
5. [illegible]  
6. [illegible]  
7. [illegible]  
8. [illegible]  
9. [illegible]  
10. [illegible]

11. [illegible]  
12. [illegible]  
13. [illegible]  
14. [illegible]  
15. [illegible]  
16. [illegible]  
17. [illegible]  
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20. [illegible]

21. [illegible]  
22. [illegible]  
23. [illegible]  
24. [illegible]  
25. [illegible]

SECRET

26. [illegible]  
27. [illegible]  
28. [illegible]  
29. [illegible]  
30. [illegible]  
31. [illegible]  
32. [illegible]  
33. [illegible]  
34. [illegible]  
35. [illegible]

## HEAD CLERK

### DEPUTY'S DESCRIPTION

#### DEFINITION OF CLASS:

To supervise the preparation and issue of all Post Office Publicity carried out through the following media; distribution of blotters and booklets to mailing public; display of posters and calendars in Post Office lobbies, signs on Post Office trucks, etc.; demonstrations of Post Office work at Exhibitions and Fall Fairs; illustrated postal lectures at schools, business clubs, conventions, etc.; motion pictures illustrating Post Office work shown at theatres, fairs, etc.; broadcasting of radio messages; stamped impressions on letters by use of cancelling dies; writeups in newspapers and magazines.

To supervise the preparation, sale and use of Post Office Rural Directories containing the names and occupations of householders in Canada also the preparation, distribution and use of booklets, "Number of Householders at Post Offices and on Rural Routes".

To supervise Post Office Research including the collection of statistics covering the use of the mails by business concerns, and preparation of articles on the history and development of the Postal Service.

To supervise the issue of Post Office Weekly Bulletin.

To supervise the Departmental Library.

To supervise Departmental welfare and to study welfare work of other organizations with a view to extending the Department's activities in this field.

#### QUALIFICATIONS:

Education equivalent to high school graduation; familiarity with printing processes, engraving, advertising layouts, illustrations and publicity methods generally; knowledge of still and motion picture photography; at least three years of clerical experience in a supervisory capacity and considerable administrative ability.



Section 1

Section 2

Section 3

The first of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

The second of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

The third of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

The fourth of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

The fifth of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

The sixth of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.

Section 4

The seventh of the three sections of the Bill is the one which deals with the question of the power of the local authorities to make orders for the improvement of the streets and public places. It is a very important section, and it is one which has been the subject of much discussion. It is a section which is of great importance to the public, and it is one which is of great importance to the local authorities.



## HEAD POSTAL CLERK

### DEFINITION OF CLASS:

Under direction, to supervise a large group of employees in one of the largest City Post Offices or to be responsible for the performance of work of a highly specialized character requiring a very extensive knowledge of postal procedure in one of the largest City Post Offices, or in the office of a District Superintendent of Postal Service; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; a high degree of specialized knowledge of postal procedure; at least eight years of experience in postal work, four years of which shall have been in a supervisory or administrative capacity, or in postal work of equivalent character and standard; administrative and supervisory ability.

### COMPENSATION:

Annual: \$2,520 2,640 2,760 2,880 3,000

Approved -- Civil Service Commission  
Certified Correct for some positions  
Deputy's Description for some position  
-- Over.



HEAD POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Supervision of the Operating Section of a large District Office; dealing with questions regarding transportation of mails by Railway Post Offices, baggage car services, steamboat services, side services, and rural mail delivery; supervision of the checking of accounts in connection with same; checking of changes of train schedules; performing work of a highly specialized character, requiring an extensive knowledge of postal procedure; supervision of a large number of employees, and other related work as required; or supervision of the Enquiry Section of a large District Office; dealing with losses of registered mail matter, thefts, abstractions, robberies, fires, manipulation of funds; payment of indemnity for C.O.D. Insured and Registered articles, domestic and foreign; conducting enquiries in connection with lost, delayed, or misssent mail; supervision of a large number of employees; inspection of Postal Stations, and other related work as required.





## HEAD TRANSLATOR

### DEFINITION OF CLASS:

To make literal or free translation, correct as to idiom, text and substance, of important technical reports, historical documents, or other matter, requiring the highest degree of specialization, long experience, and exceptional fluency in the languages used, or to supervise a large number of employees of lower rank; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to graduation from a university of recognized standing; at least one year of experience as Principal Translator or experience of similar character and standard; specialized training and experience in the translation of legal or technical phraseology; the highest degree of demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used; supervisory ability; ability to read, write, and speak two or more languages fluently.

### COMPENSATION:

Annual: \$3,060 3,180 3,300 3,420

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.



DECLARATION

DECLARATION

The undersigned, being a duly qualified person, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned.

DECLARATION

The undersigned, being a duly qualified person, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned.

DECLARATION

Witness my hand and seal this 1st day of May, 1901.

Attest: I, the undersigned, being a duly qualified person, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned, and that the same is a true and correct copy of the original as the same appears in the records of the office of the undersigned.

## INSPECTOR OF POSTAL SERVICE

### DEFINITION OF CLASS:

To be responsible, under a District Superintendent of Postal Service, for the supervision of Postmasters and other employees in non-accounting, accounting, and city Post Office and for the auditing of the accounts in such offices; to arrange mail service routes; to lay out and re-arrange rural routes; to transfer post offices; to make investigations of complaints of mismanagement of post offices, and of missent, delayed, and missing mail matter; to handle complaints regarding fraudulent concerns and depredations from the mails, and to make investigations under oath as assigned; to supervise the administration of Railway Mail Service, and to arrange for substitute services in case the Railway Mail Service is interrupted; to inspect railway post offices and railway mail cars, to handle correspondence incidental to the above work, and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of postal experience in a supervisory capacity; supervisory ability; good address, tact and ability to deal with the public and postal employees; in some divisions, a knowledge of both French and English.

### COMPENSATION:

Annual: \$2,520 2,700 2,880 3,060 3,240

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



## JUNIOR DEPARTMENTAL SOLICITOR

### DEFINITION OF CLASS:

To be responsible, under a Departmental Solicitor or executive, for the execution of ordinary legal work involved in the administration of a department or branch; to examine the law and advise departmental executives upon routine legal questions; to assist in drafting or revising contracts, leases, regulations, parliamentary legislation, orders in council, and other legal instruments; to examine and pass upon the legal sufficiency of documents; to assist in the conduct of litigation to which the department or branch is a party; to confer with the Department of Justice concerning the legal problems of the department or branch; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to graduation from a recognized school of law or admission to the bar; five years of experience in connection with the practice of law or as a Law Clerk in the government service.

### COMPENSATION:

Annual: \$2,640    2,820    3,000    3,180    3,360

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister







JUNIOR DRAFTSMAN

DEFINITION OF CLASS:

To do elementary drafting, under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation, either a course of one year in engineering in a school of applied science of recognized standing and one year of training in a drafting office or two years of training in a drafting office.

COMPENSATION:

Annual: \$1,140 1,200 1,260 1,320 1,380 1,440

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

## JUNIOR TRANSLATOR

### DEFINITION OF CLASS:

To make literal or free translations, correct as to idiom, text, and substance, of routine official correspondence, reports, and publications, requiring some skill, familiarity with official diction, and fluency in the languages used; in some cases to act as interpreter; and to perform other related and incidental clerical work as assigned.

### QUALIFICATIONS:

At least two years of high school education; ability to read, write, and speak two or more languages with some fluency; demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used.

### COMPENSATION:

Annual: \$1,080 1,140 1,200 1,260 1,320 1,380

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

[illegible]

## LETTER CARRIER

### DEFINITION OF CLASS:

To perform, under supervision, all work connected with the delivery of mail in the business or residence section of a city; to sort letters, newspapers, small parcels, and other mail matter preparatory to leaving the post office; to deliver mail matter to the addressees; to secure receipts for registered mail delivered; to report changes of address; in some cases to supervise a small group of Letter Carriers; to readdress mail matter as necessary; and to perform other related work as assigned.

### QUALIFICATIONS:

At least primary school education; courtesy and tact in dealing with the public; trustworthiness; good physical condition; good eyesight.

### COMPENSATION:

Annual: \$1080 \$1200 \$1320 \$1440 \$1500.  
Allowance: Uniform and boots.





## LETTER CARRIER OVERSEER

### DEFINITION OF CLASS:

To be responsible, under the direction of a superior, for the work of a group of less than 60 Letter Carriers or related employees in a city post office or postal station or to act as assistant to the supervisor of a larger group; to arrange hours, allot tasks, maintain discipline, and pass upon administrative problems; in some offices to assist in or direct the work of city sortation; to lay out and rearrange walks; to handle correspondence relating to the work; and to perform other related work as required.

### QUALIFICATIONS:

Primary school education and the equivalent of two years of high school training; at least four years of postal experience, preferably as Letter Carrier or City Sorter; supervisory ability.

### COMPENSATION:

Annual:     \$1800     \$1920.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



## LETTER CARRIER SUPERINTENDENT

### DEFINITION OF CLASS:

To be responsible, under the direction of a supervisor, for the work of a large group of Letter Carriers and related employees; to arrange hours, allot tasks, maintain discipline and pass upon difficult administrative problems; in some cases to assist in or direct the work of city sortation; to lay out and re-arrange walks; to handle correspondence relating to the work; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of postal work in a supervisory capacity over 25 or more employees, preferably Letter Carriers; a high degree of administrative ability.

### COMPENSATION:

Annual:    Grade 1 - \$2100    \$2220    \$2340    \$2400  
                                 applicable to Vancouver and Winnipeg  
                                 Post Offices.

                 Grade 2 - \$2400    \$2520    \$2640    \$2760  
                                 applicable to Montreal and Toronto  
                                 Post Offices.





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## LETTER CARRIER SUPERVISOR

### DEFINITION OF CLASS:

To be responsible, under the direction of a supervisor, for the work of a group of 60 to 250 Letter Carriers and related employees or to act as assistant to the supervisor of a larger group; to arrange hours, allot tasks, maintain discipline, and pass upon difficult administrative problems; in some offices to assist in or direct the work of city sortation; to lay out and re-arrange walks; to handle correspondence relating to the work; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of experience in postal work in a supervisory capacity; preferably as Overseer of Letter Carriers; administrative ability.

### COMPENSATION:

Annual:     \$1980     \$2100.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



## MACHINIST

### DEFINITION OF CLASS:

Under direction, to do machine construction, assembly, bench and machine tool work; and to perform other related work as required.

### QUALIFICATIONS:

Primary school education; one year of experience as a journeyman machinist; good physical condition.

### COMPENSATION:

Prevailing Rates.

Approved-- Civil Service Commission  
Certified Correct -- Deputy  
Minister.

CHAPTER I

THEORY OF THE EARTH

The earth is a sphere, and its surface is divided into four parts, called continents, by the great oceans. The continents are Asia, Europe, Africa, and America.

THEORY OF THE HEAVENS

The heavens are divided into two parts, called the firmament and the ether. The firmament is the solid part of the sky, and the ether is the fluid part.

THEORY OF THE SUN

The sun is a sphere, and its surface is divided into four parts, called continents, by the great oceans. The continents are Asia, Europe, Africa, and America.

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MACHINIST FOREMAN

DEFINITION OF CLASS:

To supervise and be responsible for general machine work involving construction, assembly, bench, and machine tool work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least six years of experience as a journeyman machinist or two years of experience as assistant foreman; preferably one year of experience as machinist foreman on general work; preferably ability to direct others in the performance of all kinds of bench and machine work and in the making of repairs; good physical condition.

COMPENSATION:

Prevailing Rates.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



REPORT

1910-1911

During the past year the following work has been done:

1. The first part of the year was spent in the study of the history of the country, and the second part in the study of the present condition of the same.

1911-1912

The second part of the year was spent in the study of the history of the country, and the second part in the study of the present condition of the same.

2. The first part of the year was spent in the study of the history of the country, and the second part in the study of the present condition of the same.

1912-1913

1913-1914

50

MAIL PORTER.

DEFINITION OF CLASS:

To perform various tasks involved in the transfer of mails from Railway Mail Car to another at a junction point, and in the handling of mail bags at a City Post Office or Railway Terminal; to perform simple sortation work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, good physical condition; ability to understand and follow directions.

COMPENSATION:

Annual - \$1,080 1,200 1,320 1,440 1,500

Note: Allowance: In the discretion of the Department, uniform and boots shall be supplied in addition to the above compensation.

Approved -- Civil Service Commission  
Deputy's Description -- Over.

Section 1

Section 2

Let us consider the case where the function  $f(x)$  is continuous on the interval  $[a, b]$ . In this case, the function  $f(x)$  is bounded on  $[a, b]$ . Let  $M$  and  $m$  be the maximum and minimum values of  $f(x)$  on  $[a, b]$ . Then, we have

Section 3

Let us now consider the case where the function  $f(x)$  is not continuous on the interval  $[a, b]$ . In this case, the function  $f(x)$  is not bounded on  $[a, b]$ .

Section 4

Let us now consider the case where the function  $f(x)$  is continuous on the interval  $[a, b]$  and the function  $g(x)$  is not continuous on the interval  $[a, b]$ . In this case, the function  $f(x)g(x)$  is not bounded on  $[a, b]$ .

MAIL PORTERDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Receiving, opening and distributing incoming mails; checking and distributing stationery supplies; packing and despatching rural mail boxes; sealing and despatching ordinary and registered mail; and other related messenger duties.

( Mail Porter positions in Postal District Offices are to be revised to Clerk, Grade "2" positions when vacated by the present incumbents.)

SECRET

CONFIDENTIAL

CONFIDENTIAL

Developing countries are experiencing increasing  
economic and social difficulties. The  
United Nations Development Programme (UNDP) is  
providing technical assistance and financial aid  
to help these countries overcome their  
economic difficulties.

( All other information is confidential and  
is to be kept in strict confidence.  
UNDP is a United Nations organization.)



MAIL PORTERDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To perform under supervision the various tasks involved in the handling of bags of mail in a City Post Office or postal or terminal station; the transfer of mails from one Railway Mail Clerk to another or to trucks or storage room at a junction point; to perform simple sortation work and other related work as required.



MAP DRAFTSMANDEFINITION OF CLASS:

To compile and prepare, under supervision, maps, plans, charts, and diagrams for astronomical, geodetic, geological, geographical, military, naval, topographical, and other purposes; and to perform other related work as assigned.

QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of subsequent experience in a map drafting office or three years of experience in a map drafting office; ability to compile maps from surveyors' notes; knowledge of the various approved methods of map projection.

COMPENSATION:

Annual: \$1,500 1,560 1,620 1,680 1,740 1,800

Approved -- Civil Service Commission  
 Certified Correct -- Deputy Minister.

SECRET

SECRET

It is the policy of the United States to support the free people of the world in their struggle for independence, freedom, and self-determination. This policy is based on the principle that all people have the right to determine their own destiny.

SECRET

The United States is committed to the principle of self-determination for all peoples. This commitment is based on the belief that all people have the right to determine their own destiny. The United States will support the free people of the world in their struggle for independence, freedom, and self-determination.

SECRET

SECRET

## MECHANICAL DRAFTSMAN

### DEFINITION OF CLASS:

Under supervision, to prepare from notes and rough sketches plans and assembly and detail drawings of machinery, mechanical equipment and plant layout and installations; and to perform other related work as assigned.

### QUALIFICATIONS:

Education equivalent to high school graduation; either attendance for two years at a school of applied science of recognized standing with one year of experience as Junior Mechanical Draftsman or three years of experience as Junior Mechanical Draftsman; experience in a machine and casting shop; preferably some knowledge of methods used in the manufacture of machines and mechanical equipment.

### COMPENSATION:

Annual: \$1,500 1,560 1,620 1,680 1,740 1,800

### NOTE:

For the present incumbent of position PO-PS-198 the compensation shall be:  
\$1,620 1,680 1,740 1,800 1,860 1,920

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





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MECHANICAL ENGINEER  
POST OFFICE DEPARTMENT.  
DEPUTY'S DESCRIPTION

( No definition by Civil Service  
Commission)

DEFINITION OF CLASS: *Chief of mechanical department*

Under direction of the Deputy Postmaster General to negotiate and confer with Railway technical officers and other authorities on the subject of Post Office accommodations at Railway terminals, to submit alternative suggestions where in the opinion of the Department provision for Railway platform facilities and means for handling the mail are considered inadequate, to make studies for new postal projects in large cities and to plan vehicle and conveyor traffic routes and accommodations in connection with Post Office and Railway terminal projects, to be responsible for the incorporation of facilities at Railway and Postal Terminals that will ensure means for the practical extension of those facilities in the future and to generally act in a consulting capacity to the Post Office Department on such questions.

To direct the design of mechanical construction and physical layout of Post Office equipment and apparatus; to design, prepare estimates and supervise the construction, installation or repair of mechanical systems of handling mail matter; to design and prepare plans for the physical layout of receiving facilities at railway yards and tracks; to be responsible for the provision of the necessary accommodations for the maintenance and repair of all mechanical equipment, including garage accommodations; to collect, co-ordinate data, make investigations and report thereon; and to perform other related work as required.

To direct the writing of specifications and the preparation of estimates.

To direct the work of testing postage meters, postage printing machines, stamp vending machines and other equipment controlling large source of postal revenue, and as a member of Departmental Committee dealing with the approval of these machines, to comment on same.



MECHANICAL ENGINEER, POST OFFICE DEPARTMENT  
(cont'd)

QUALIFICATIONS:

Education equivalent to graduation in mechanical engineering from a school of applied science of recognized standing; extensive railway traffic and general construction experience; at least five years of experience in the design, estimate and construction of mechanical equipment and apparatus, at least two years of which shall have been in a position of professional responsibility; a thorough knowledge of practical mechanics; ability to make investigations, tests and reports of existing or proposed mechanical installations; firmness; tact; supervisory ability.

COMPENSATION:

Annual: \$3,420 3,600 3,780 3,960



RESEARCH REPORT, 1964-1965  
1965/66

RESEARCH REPORT

Research report is a document in which the results of a research project are presented. It is a written account of the work done, the methods used, the results obtained, and the conclusions drawn. It is a formal document, usually written in a scientific style, and is often used to communicate the results of a research project to the scientific community. It is a key document in the scientific process, and is often used to evaluate the quality of a research project. It is a document that is often used to communicate the results of a research project to the scientific community. It is a key document in the scientific process, and is often used to evaluate the quality of a research project.

RESEARCH REPORT

1964-1965 1965/66



MESSENGERDEFINITION OF CLASS:

To carry messages and run errands; to do simple clerical work under supervision; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; familiarity with local geography; trustworthiness and alertness; ability to understand and follow directions; good address.

COMPENSATION:

Annual: \$720 780 840 900 960 1,020

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.



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NIGHT POSTAL SUPERINTENDENT, GRADE 12 POST OFFICE

DEFINITION OF CLASS:

To be responsible to the Postmaster for the general charge and administration of all branches of a Grade 12 Post Office at night and during peak periods when necessary; to exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter during his tour of duty; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least seven years of postal experience in a supervisory capacity in a large city post office; a high degree of administrative and supervisory ability; tact, good address and ability to meet the public.

COMPENSATION:

|         |        |        |         |
|---------|--------|--------|---------|
| Annual: | \$5360 | \$3480 | \$3600. |
|---------|--------|--------|---------|

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



## NIGHT POSTAL SUPERVISOR

### DEFINITION OF CLASS:

To be responsible to the Postmaster for the general charge and supervision of all branches of a Grade 9, 10 or 11 Post Office at night and during peak periods when required; to exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter during his tour of duty; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least four years of experience in a supervisory capacity in the handling of mails in a large city post office; supervisory and administrative ability; tact, good address and ability to meet the public.

### COMPENSATION:

|         |               |        |        |         |
|---------|---------------|--------|--------|---------|
| Annual: | Grade 11 P.O. | \$3000 | \$3120 | \$3240. |
|         | Grade 10 P.O. | 2880   | 3000   | 3120.   |
|         | Grade 9 P.O.  | 2760   | 2880   | 3000.   |

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





OFFICE APPLIANCE OPERATOR, GRADE 3

DEFINITION OF CLASS:

To operate, adjust, and maintain in good running condition office appliances requiring a high degree of specialization; in some cases to supervise the operation of such appliances; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least six months training on the type of appliance to be operated; demonstrated ability to perform necessary adjustments; preferably some office experience; good eyesight; dexterity; in some cases ability to lay out work and manage a small group of employees.

COMPENSATION:

Annual: \$1,260 1,320 1,380 1,440 1,500

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.



OFFICE APPLIANCE OPERATOR, GRADE 2

DEFINITION OF CLASS:

To operate and maintain in good running condition, one or more office appliances requiring some degree of special training, to overhaul, and make running repairs, as required; and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; preferably three months training on the type of machine to be operated; preferably some mechanical ability; ability to operate light hand and power machines; good eyesight; dexterity; good physique.

COMPENSATION:

Annual: \$1,020 1,080 1,140 1,200

Note: Employees in this class operating Powers card-punching machines in the Post Office Department may be paid in addition to the above compensation an allowance not exceeding \$20 per month, depending upon the amount of work performed, standards for which shall be set by the Civil Service Commission, after consultation with the Department.

Approved-- Civil Service Commission  
Certified Correct-- Deputy Minister.





OFFICE BOYDEFINITION OF CLASS:

To perform, under supervision, the simplest kinds of office work as assigned.

QUALIFICATIONS:

Primary school education; alertness.

COMPENSATION:

Annual: \$420 450 480 540 600 660

Note: Salary increases shall be made semi-annually for efficient services instead of annually the first eighteen months.

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.



PACKER AND HELPERDEFINITION OF CLASS:

To check, pack, unpack, and box, under direction, various kinds of materials; and to perform other work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; familiarity with the selection and making up of boxes and crates, with wrapping, tying, and labelling packages, and with mailing, banding, and marking boxes and other containers; ability to check miscellaneous materials against material lists; good physical condition.

COMPENSATION:

Annual: \$1,080 1,140 1,200

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

CONFIDENTIAL

CONFIDENTIAL

It is noted that the above information was obtained from a source who has provided reliable information in the past. It is noted that the source has provided reliable information in the past.

CONFIDENTIAL

It is noted that the above information was obtained from a source who has provided reliable information in the past. It is noted that the source has provided reliable information in the past.

CONFIDENTIAL

CONFIDENTIAL

POSTAL CHAUFFEUR

DEFINITION OF CLASS:

To transport mail by means of a motor truck between a post office and railroad terminal, between a post office and postal station, or between collection boxes and a post office or postal station; to make minor motor truck repairs; to deliver mail to nearby suburban offices; and to perform other related work as assigned.

QUALIFICATIONS:

At least primary school education; a chauffeur's license; ability to run a motor truck and make minor repairs; good physical condition.

COMPENSATION:

Annual: \$1,140 1,260 1,380 1,500

Allowance: Uniform and boots.

\$10.00 per month in addition to the above compensation shall be paid to the incumbent of the position in this class in the Office of the District Superintendent of Postal Service at Ottawa.

Approved -- Civil Service Commission  
 Certified Correct for one position  
 Deputy's Description for other position  
 -- Over.



SECRET

CONFIDENTIAL

The Government will be asked to make a grant of \$100,000 to the National Defense Research Administration for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense.

CONFIDENTIAL

It is requested that the Government make a grant of \$100,000 to the National Defense Research Administration for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense.

CONFIDENTIAL

Amount: \$1,000,000

Amount: \$1,000,000

The Government is requested to make a grant of \$1,000,000 to the National Defense Research Administration for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense. The grant is to be used for the purpose of conducting research in the field of defense.

Approved: \_\_\_\_\_  
Special Agent in Charge

POSTAL CHAUFFEUR

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Driving the official motor car for the District Superintendent or Inspector of Postal Service on general inspection or special investigation work; keeping the motor car in good running order; cleaning motor car and making minor repairs to car.



## POSTAL CLAIMS EXAMINER

### DEFINITION OF CLASS:

To examine and verify, under the direction of the Superintendent, Savings Bank Branch, all claims for outstanding amounts left by deceased depositors made by heirs at law, next of kin, solicitors, notaries, or legal representatives; to pay such claims when legal formalities have been complied with or sufficient evidence produced; in the case of insane depositors to make payment to statutory committees; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably legal training; considerable knowledge of the law and legal forms pertaining to estate matters; some knowledge of modern office practice; ability to read documentary French; good judgment.

### COMPENSATION:

Annual: \$2,040 2,160 2,280 2,400 2,520

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

PERSONAL DATA

PERSONAL DATA

1. Name: [REDACTED]  
2. Date of Birth: [REDACTED]  
3. Place of Birth: [REDACTED]  
4. Education: [REDACTED]  
5. Occupation: [REDACTED]  
6. Marital Status: [REDACTED]  
7. Address: [REDACTED]  
8. Telephone: [REDACTED]  
9. Other: [REDACTED]

PERSONAL DATA

1. Name: [REDACTED]  
2. Date of Birth: [REDACTED]  
3. Place of Birth: [REDACTED]  
4. Education: [REDACTED]  
5. Occupation: [REDACTED]  
6. Marital Status: [REDACTED]  
7. Address: [REDACTED]  
8. Telephone: [REDACTED]  
9. Other: [REDACTED]

PERSONAL DATA

1. Name: [REDACTED]  
2. Date of Birth: [REDACTED]  
3. Place of Birth: [REDACTED]  
4. Education: [REDACTED]  
5. Occupation: [REDACTED]  
6. Marital Status: [REDACTED]  
7. Address: [REDACTED]  
8. Telephone: [REDACTED]  
9. Other: [REDACTED]



POSTAL CLERK

DEFINITION OF CLASS:

To perform, under supervision, any routine tasks in connection with postal work in a small city post office or in a postal station in a large city; in some cases to supervise the work of others; and to perform other related work as assigned.

QUALIFICATIONS:

At least primary school education; tact and courtesy in dealing with the public; good eyesight, ability to concentrate; good physical condition and a good memory.

COMPENSATION:

Annual: \$1,080 1,200 1,320 1,440 1,560 1,680  
1,740

NOTE: Postal Clerks in Post Offices under Grade 6 shall not proceed beyond a salary of \$1,620 per annum. In City Post Offices of Grade 6 or higher no Postal Clerk shall proceed beyond a salary of \$1,620 per annum until he has passed a major examination.

Approved -- Civil Service Commission  
Certified Correct for some positions  
Deputy's Description for some positions  
-- Over.

GENERAL STATE

ADMINISTRATIVE

It is noted that the...  
in connection with...  
it is a matter of...  
investigation...  
will be completed.

ADMINISTRATIVE

It is noted that the...  
company is...  
investigation...  
will be completed.

ADMINISTRATIVE

It is noted that the...  
company is...  
investigation...  
will be completed.

It is noted that the...  
company is...  
investigation...  
will be completed.

It is noted that the...  
company is...  
investigation...  
will be completed.

POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To perform, under supervision, routine tasks in connection with the treatment of dead mail matter; in some cases to supervise the work of others; to perform other related work as required, such as opening, examining and disposing of undeliverable ordinary letters; receiving and treating registered and value mail matter and keeping records of same; examining and returning registered and ordinary foreign letters and parcels to country of origin; dealing with enquiries for lost mail.

QUALIFICATIONS:

At least primary school education, tact and courtesy in dealing with the public; good eyesight, ability to concentrate; good physical condition and a good memory.



POSTAL CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To perform, under supervision, any of the tasks required in the various sections of a Postal District Office, such as correspondence, report making, preparing paylists, keeping records, filing, handling supplies, treating dead mail matter, and other related work as required.





POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To perform under supervision any tasks connected with the receiving, distributing, sorting and forwarding of mail, including letters, newspapers, parcels or other mail matter; the revision, face-slipping and tying out of mail matter; the handling of registered and C.O.D. mail matter and the keeping of records connected therewith; the issuing and payment of money orders and postal notes; the transaction of savings bank and Government Annuities business; the sale of postage stamps and the renting of Post Office boxes; giving information to the public on Post Office matters and performing other related work as required.



POSTAL CLERK (DAWSON)

DEFINITION OF CLASS:

To perform, under supervision, one or more kinds of postal work in the post office at Dawson, as assigned.

QUALIFICATIONS:

At least primary school education; tact and courtesy in dealing with the public; good physical condition and a good memory.

COMPENSATION:

Annual:       \$2520       \$2640.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

SECTION 1

SECTION 2

It is hereby certified that the within and foregoing is a true and correct copy of the original as the same appears from the records of the office of the Secretary of the State of New York.

SECTION 3

Attest my hand and the seal of the Secretary of the State of New York, this 1st day of June, 1901.

SECTION 4

Witness my hand and the seal of the Secretary of the State of New York, this 1st day of June, 1901.



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POSTAL GARAGE FOREMAN

DEFINITION OF CLASS:

Under direction to be in charge of the repair and maintenance work in a garage; to operate lathes, shapers, drills or other machine shop tools, machines and appliances; to see that sufficient quantities of supplies and accessories are kept on hand; to keep stock, time and other shop records; in the absence of the Garage Supervisor or Superintendent, to supervise the duties of Postal Chauffeurs; and to perform other related and emergency work as required.

QUALIFICATIONS:

Primary school education; at least five years of experience as a machinist and in addition experience in general automobile repair work; ability to keep simple records; good physical condition.

COMPENSATION:

Annual: \$1620 \$1740 \$1800.



## POSTAL GARAGE REPAIRMAN

### DEFINITION OF CLASS:

Under supervision to inspect and make running repairs on or rebuild motor vehicles; to assemble, adjust and fit spare parts; in some cases to operate machine shop tools, machines and appliances; to make repairs on, paint and finish automobile or motor truck bodies; to supervise the work of other employees in the same or lower related classes; and to perform other related work as required.

### QUALIFICATIONS:

Primary school education; at least three years of experience as a chauffeur or in automobile repair work; ability to keep simple records; good physical condition.

### COMPENSATION:

Annual: \$1440 \$1560 \$1620.

Allowance: Uniform.

Approved -- Civil Service Commission  
 Certified Correct -- Deputy Minister

THEORY OF THE EARTH

CHAPTER I

THE EARTH is a sphere, and its surface is covered by water. The land is divided into continents and islands. The continents are the large masses of land, and the islands are the small pieces of land. The water is divided into oceans and seas. The oceans are the large bodies of water, and the seas are the smaller bodies of water. The land is divided into countries and states. The countries are the large political divisions, and the states are the smaller political divisions. The water is divided into rivers and lakes. The rivers are the large bodies of water that flow, and the lakes are the smaller bodies of water that do not flow. The land is divided into mountains and valleys. The mountains are the high parts of the land, and the valleys are the low parts of the land. The water is divided into icebergs and glaciers. The icebergs are the large pieces of ice that float, and the glaciers are the smaller pieces of ice that do not float.

CHAPTER II

THE EARTH is a sphere, and its surface is covered by water. The land is divided into continents and islands. The continents are the large masses of land, and the islands are the small pieces of land. The water is divided into oceans and seas. The oceans are the large bodies of water, and the seas are the smaller bodies of water. The land is divided into countries and states. The countries are the large political divisions, and the states are the smaller political divisions. The water is divided into rivers and lakes. The rivers are the large bodies of water that flow, and the lakes are the smaller bodies of water that do not flow. The land is divided into mountains and valleys. The mountains are the high parts of the land, and the valleys are the low parts of the land. The water is divided into icebergs and glaciers. The icebergs are the large pieces of ice that float, and the glaciers are the smaller pieces of ice that do not float.

CHAPTER III

THE EARTH is a sphere, and its surface is covered by water. The land is divided into continents and islands. The continents are the large masses of land, and the islands are the small pieces of land. The water is divided into oceans and seas. The oceans are the large bodies of water, and the seas are the smaller bodies of water. The land is divided into countries and states. The countries are the large political divisions, and the states are the smaller political divisions. The water is divided into rivers and lakes. The rivers are the large bodies of water that flow, and the lakes are the smaller bodies of water that do not flow. The land is divided into mountains and valleys. The mountains are the high parts of the land, and the valleys are the low parts of the land. The water is divided into icebergs and glaciers. The icebergs are the large pieces of ice that float, and the glaciers are the smaller pieces of ice that do not float.

POSTAL GARAGE SUPERINTENDENTDEFINITION OF CLASS:

Under direction, to have charge of and be responsible for the work of a large group of helpers, repairmen and chauffeurs in and around a garage or on the road and to supervise the postal duties of chauffeurs; to assign chauffeurs and to route cars; to order and care for supplies and accessories; to be responsible for the keeping of stock, time and other records; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; not less than five years of experience in a supervisory capacity in a large garage or automobile manufacturing concern or work of equivalent character; preferably with a knowledge of the postal duties required; tact and good judgment; supervisory ability.

COMPENSATION:

Annual: \$2160    \$2280    \$2400    \$2520.





POSTAL GARAGE SUPERVISORDEFINITION OF CLASS:

Under direction to have charge of and be responsible for the work of helpers, repairmen and chauffeurs in and around a garage or on the road and to supervise the postal duties of chauffeurs; to assign chauffeurs and to route cars; to order and care for supplies and accessories; to be responsible for the keeping of stock, time and other records; and to perform other related and emergency work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; not less than three years of experience in a supervisory capacity in a garage or automobile manufacturing concern or work of equivalent character, preferably with a knowledge of the postal duties required; tact and good judgment; supervisory ability.

COMPENSATION:

Annual: \$1920 \$2040 \$2160 \$2280 \$2400.



POSTAL HELPERDEFINITION OF CLASS:

Under supervision, to perform general relief duties in positions of Postal Clerk, Letter Carrier, Postal Porter, Transfer Agent, or any other minor position in connection with the work of a city Post Office; and to perform other related work as required.

QUALIFICATIONS:

As required for the classes (a) Postal Clerk, and (b) Letter Carrier, Postal Porter, or Transfer Agent.

COMPENSATION:

Annual: \$1,020 1,140 1,260 1,320

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister

YOUNG LADIES

Page 1 of 1

These ladies, as you are aware, are the daughters of the late Mr. John Smith, who died on the 15th of March, 1870. They are now residing at the residence of their mother, Mrs. John Smith, in the town of New York.

It is my duty to inform you that the ladies are now residing at the residence of their mother, Mrs. John Smith, in the town of New York.

Very respectfully,  
Your obedient servant,  
John Smith



POSTAL INFORMATION CLERKDEFINITION OF CLASS:

To receive from the public various classes of mail matter regarding which the sender desires information and supply the information required; to answer other enquiries regarding postal matters; and to perform other related work as required.

QUALIFICATIONS:

At least two years of high school education and not less than five of postal training; thorough knowledge of postal rates and a general knowledge of postal laws and regulations; tact, good address, and ability to meet the public.

COMPENSATION:

Annual: \$1,680 1,800 1,920

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

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It is requested that you advise the Bureau of any change in the status of the information furnished to the Bureau in the past. The Bureau is particularly interested in any change in the status of the information furnished to the Bureau in the past. The Bureau is particularly interested in any change in the status of the information furnished to the Bureau in the past.

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POSTMASTER (ATLIN)DEFINITION OF CLASS:

To have general charge, under the direction of the Deputy Postmaster General and the supervision and inspection of a Chief Post Office Superintendent, of the post office at Atlin; to collect, safeguard and account for the revenue of the office; to be responsible for the prompt and expeditious handling of mail matter; to handle complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

At least primary school education; reliability and some familiarity with the keeping of simple records and the handling of cash; tact and ability to meet the public.

COMPENSATION:

Annual:       \$1680     \$1800.

Approved -- Civil Service Commission  
Deputy's Description -- Over.



POSTMASTER (ATLIN)DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To manage an Accounting Post Office, including the receipt, delivery, sortation and despatch of mail; the sale of postage stamps and postal notes; the transaction of money order, savings bank and related business; to furnish Postal and other information relating to an Accounting Post Office.

To supervise the work of rural couriers where necessary; to provide the necessary staff requisite for the operation of the office.

To safeguard Post Office funds and credits; to properly keep the records required by the Department; to render accounts as required; to provide proper accommodation.





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POSTMASTER, (DAWSON)

DEFINITION OF CLASS:

To have general charge, under the direction of the Deputy Postmaster General and the supervision and inspection of a Chief Post Office Superintendent, of the post office at Dawson; to collect, safeguard, and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to handle complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of postal experience, preferably in a supervisory capacity; tact, good address, and ability to meet the public, trustworthiness and administrative ability.

COMPENSATION:

Annual: \$6000.

Approved -- Civil Service Commission  
Deputy's Description -- Over.



POSTMASTER, (DAWSON)DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by the Dawson Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.





POSTMASTER, (FORT MCMURRAY)DEFINITION OF CLASS:

Under direction of the General Superintendent of Postal Service, and the supervision and instruction of a District Superintendent of Postal Service, to have general charge of the Post Office at Fort McMurray; to collect, safeguard and account for the revenue of the office; to be responsible for the prompt and expeditious handling of mail matter; to centralize and provide suitable storage for mail matter, and to weigh, list and bag as required; upon occasion, to make decisions as to dispatch and points of call; to handle complaints concerning the service given by the office and to make adjustments when found desirable or necessary; to keep records; to make reports, and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Primary school education and preferably high school graduation; some familiarity with the keeping of simple records and the handling of cash; tact, good judgment; good address; trustworthiness and ability to meet the public; good physical condition.

COMPENSATION:

Annual: \$1860 \$1980 \$2100.

Approved -- Civil Service Commission  
Deputy's Description -- Over.

CHAPTER 1. INTRODUCTION

1.1. THE PROBLEM

The problem of the existence of a solution to the differential equation  $y'' + p(x)y' + q(x)y = r(x)$  is a classical one. In this chapter we shall discuss the existence of a solution to this equation under certain conditions on the functions  $p, q, r$ . We shall also discuss the uniqueness of the solution. The existence of a solution to this equation is guaranteed if the functions  $p, q, r$  are continuous on the interval  $[a, b]$ . The uniqueness of the solution is guaranteed if the functions  $p, q, r$  are continuous on the interval  $[a, b]$  and if the initial conditions are satisfied. The existence of a solution to this equation is guaranteed if the functions  $p, q, r$  are continuous on the interval  $[a, b]$ . The uniqueness of the solution is guaranteed if the functions  $p, q, r$  are continuous on the interval  $[a, b]$  and if the initial conditions are satisfied.

1.2. THEOREM 1.1

*Theorem 1.1.* Let  $p, q, r$  be continuous functions on the interval  $[a, b]$ . Then there exists a unique solution to the differential equation  $y'' + p(x)y' + q(x)y = r(x)$  satisfying the initial conditions  $y(a) = y_0, y'(a) = y'_0$ .

1.3. THEOREM 1.2

Let  $p, q, r$  be continuous functions on the interval  $[a, b]$ .

POSTMASTER, (FORT MCMURRAY)DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

While the definition quoted accurately describes the work performed at Fort McMurray, it should be stated that the special duties and the special accommodation are due to the fact that Fort McMurray is the terminus of the railway, necessitating large quantities of mail being stored but at the same time segregated for despatch to the North by different conveyances, including the mail planes which start from that point.

The Postmaster is not only responsible for keeping the mails segregated, but when the time for despatch comes he must decide quickly what classes of mail shall be sent forward and what classes must be left behind.





POSTMASTER, (FORT RESOLUTION)DEFINITION OF CLASS:

Under direction of the General Superintendent of Postal Service, and the Supervision and instruction of a District Superintendent of Postal Service, to have general charge of the Post Office at Fort Resolution; to collect, safeguard and account for the revenue of the office; to be responsible for the prompt and expeditious handling of mail matter; to centralize and provide suitable storage for mail matter, and to weigh, list and bag as required; upon occasion, to make decisions as to dispatch and points of call; to handle complaints concerning the service given by the Office and to make adjustments when found desirable or necessary; to keep records; to make reports, and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Primary school education and preferably high school graduation; some familiarity with the keeping of simple records and the handling of cash; tact; good judgment; good address; trustworthiness and ability to meet the public; good physical condition.

COMPENSATION:

Annual: \$1020 - \$1080.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.





POSTMASTER, GRADE 2DEFINITION OF CLASS:

To have general charge of an accounting post office; to receive incoming mail and sort it for boxes, rural mail couriers, general delivery, and dependent offices; to sort mail for forwarding according to schedules prepared or instructions issued; to sell stamps and handle money order, postal note and related business; to provide, supervise, and pay the necessary staff of employees; to supervise rural mail couriers; to handle the records, correspondence, and revenue of the office and to render periodic accounts; to answer questions from the public concerning postal laws, regulations and methods; and to perform other related work as required.

QUALIFICATIONS:

At least primary school education; reliability and some familiarity with the keeping of records and the handling of cash; tact and ability to meet the public; in case of the larger offices, supervisory ability.

COMPENSATION:

Percentage on Revenue:  
(Approved by the Governor-in-Council on the recommendation of the Postmaster General (O.C.P.C. 178-811 dated the 15th May 1928 and O.C. 404-2358 dated the 4th December 1929)

70% of first \$1000 revenue including money order commissions collected from the public.

30% on sale of articles of postage stamp issue amounting to between \$1000 and \$10,000 per annum and 50% on money order commissions collected from the public.

20% on revenue over \$10,000 including money order commissions collected from the public.

A minimum salary of \$100 for offices having a revenue of less than \$143.00 per annum.

Allowances:

(Approved by the Civil Service Commission)

Rent, light and fuel:

An allowance based on the revenue of each office.



POSTMASTER, GRADE 2 (Cont'd)

This allowance is not to be paid at offices in Government buildings or in buildings leased by the Government.

Forward Allowance.

15 per cent on the revenue of all dependent offices for which direct forward duty is performed and  $7\frac{1}{2}$  for indirect forward duty, the minimum forward allowance to be \$5.00 for each dependent office, for either direct or indirect forwarding.

Night Duty:

An allowance varying from \$20 to \$400 to Postmasters who are required to open their offices before 7 A.M. and to keep them open after 8 P.M.; the allowance to be fixed according to the time occupied and the amount of work to be done at each office.

Savings Bank Business:

$27\frac{1}{2}$ ¢ on every \$100 deposited.

Postal Note Business:

1¢ commission on each postal note sold.

The Postmasters of the following Grade 2 offices are, with the approval of the Civil Service Commission, paid a fixed salary ranging from \$2040 to \$2280 per annum. Annual increase \$120.

Antigonish, N. S.  
Chatham, N. B.  
Cobourg, Ont.  
Drumheller, Alta.  
Fort Francis, Ont.  
Joliette, Que.  
Leamington, Ont.  
Napawee, Ont.  
Nelson, B. C.  
Norwood Grove, Man.  
Waterloo, Ont.

Orillia, Ont.  
Paris, Ont.  
Pembroke, Ont.  
Pinton, Ont.  
Port Hope, Ont.  
St. Boniface, Man.  
St. Jean, P.Q.  
Simcoe, Ont.  
Summerside, P.E.I.  
Yorkton, Sask.  
Wetaskiwin, Alta.

Approved -- Civil Service Commission  
Deputy's Description -- Over.



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This document is not to be used as evidence in any court of law. It is a confidential source of information and is not to be disclosed to the public.

It is the policy of the Government to protect the identity of its confidential sources. Any disclosure of the identity of a confidential source to the public would be a breach of the law.

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The Government is not responsible for the actions of its confidential sources. It is the policy of the Government to protect the identity of its confidential sources.

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POSTMASTER, GRADE 2DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

The following is submitted by the Department as the definition of class for Postmasters Grade 2,-

To manage an Accounting Post Office, including the receipt, delivery, sortation and despatch of mail; the sale of postage stamps and postal notes; the transaction of money order, savings bank and related business; to furnish Postal and other information relating to an Accounting Post Office.

To supervise the work of rural couriers where necessary; to provide the necessary staff requisite for the operation of the office.

To safeguard Post Office funds and credits; to properly keep the records required by the Department; to render accounts as required; to provide proper accommodation.



POSTMASTER, GRADE 1DEFINITION OF CLASS:

To have general charge of a non-accounting post office; to receive, sort and deliver to the public incoming mail; to despatch outgoing mail; to sell stamps and postal notes and to cash postal notes; to answer questions concerning postal rates, laws and other matters; to keep records and render accounts required by the Post Office Department; and to perform other related work as required.

QUALIFICATIONS:

Preferably primary school education; ability to provide satisfactory quarters; ability to give evidence of honesty and good moral character; ability to deal with the public and keep necessary postal records.

COMPENSATION:

## Percentage on Revenue:

(Approved by the Governor-in-Council on the recommendation of the Postmaster General, O.C.P.C. 178-811, dated the 15th May 1928, and O.C. P.C. 404-2358, dated the 4th December, 1929).

70% on the first \$1000 of revenue,

30% over \$1000 revenue,

Minimum salary of \$100 for offices having a revenue of less than \$143. per annum.

Allowances:

(Approved by the Civil Service Commission)

Rent, light and fuel:

An allowance based on the revenue of each office. This allowance is not to be paid at offices in Government buildings or in buildings leased by the Government.

Forward Allowance:

15 per cent on the revenue of all dependant offices for which direct forward duty is performed and 7½ for indirect forward duty, the minimum forward allowance to be \$5.00 for each dependant office, for either direct or indirect forwarding.



POSTMASTER, GRADE 1 (Cont'd)

**Night Duty:**

An allowance varying from \$20 to \$400 to Postmasters who are required to open their offices before 7 A.M. and to keep them open after 8 P.M.; the allowance to be fixed according to the time occupied and the amount of work to be done at each office.

**Postal Note Business:**

1% commission on each postal note sold.





POSTMASTER, GRADE 1DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To manage a Non-Accounting Post Office, including the receipt, delivery, sortation and despatch of mail; the sale of postage stamps and postal notes; to furnish Postal and other information relating to the operation of a small Post Office; to keep intact the credit balance allowed and to maintain such records as the Department requires; to provide Post Office accommodation.



1 3 1

POSTMASTER, GRADE 12 OFFICE

DEFINITION OF CLASS:

Under direction, to have charge of a Grade 12 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of postal experience in an important administrative or supervisory position in one of the larger city post offices or postal experience of equivalent character and standard; a very high degree of administrative ability; good address and ability to meet the public.

COMPENSATION:

Annual:   \$5100   \$5400   \$5700.

NOTE: Grade 12 Post Offices are: Montreal and Toronto.





POSTMASTER, GRADE 12 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the Metropolitan area of Montreal or Toronto, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff, the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.



POSTMASTER, GRADE 11 OFFICEDEFINITION OF CLASS:

Under direction, to have charge of a Grade 11 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of postal experience in an administrative or supervisory capacity in a large city post office or postal experience of equivalent character and standard at least six years of which shall have been in, or equivalent to, an important administrative position in one of the larger city post offices; a very high degree of administrative ability; good address and ability to meet the public.

COMPENSATION:

Annual: \$4620    \$4920    \$5220.

NOTE: Grade 11 Post Offices are: Winnipeg.

REMARKS OF THE

COMMISSIONER OF THE

Under the provisions of the Act of March 3, 1879, relating to the organization of the Department of the Interior, the Secretary of the Interior is authorized to appoint and remove such persons as may be necessary to carry out the provisions of the Act. The Secretary has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the appointment of a person to the position of Assistant Secretary of the Interior, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

REMARKS OF THE

The Secretary of the Interior has the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the appointment of a person to the position of Assistant Secretary of the Interior, and in reply to inform you that the same has been forwarded to the proper authorities for their consideration. The Secretary also has the honor to inform you that the same has been forwarded to the proper authorities for their consideration.

REMARKS OF THE

RECEIVED: 1880

NOTED: 1880



POSTMASTER, GRADE 11 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 11 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit, to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.

REMARKS: (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)

REMARKS: (1) (2) (3) (4) (5) (6) (7) (8) (9) (10)





POSTMASTER, GRADE 10 OFFICE

DEFINITION OF CLASS:

Under direction, to have charge of a Grade 10 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard, at least four years of which shall have been in, or equivalent to, an important administrative position in a large city post office; a high degree of administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual: \$4320 \$4500 \$4680.

NOTE: Grade 10 Post Offices are: Vancouver.



POSTMASTER, GRADE 10 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 10 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.





POSTMASTER, GRADE 9 OFFICEDEFINITION OF CLASS:

Under direction, to have charge of a Grade 9 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard, at least two years of which shall have been in, or equivalent to, an important administrative position in a large city post office; a high degree of administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual: \$4200 \$4380 \$4560.

NOTE: Grade 9 Post Offices are: Ottawa.

Approved -- Civil Service Commission  
Deputy's Description -- Over.



POSTMASTER, GRADE 9 OFFICE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 9 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.

SECRET

CONFIDENTIAL

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Under direction of administration and security, the staff of the Central Intelligence Agency is now working on a project to develop a system for the collection, processing, and dissemination of information. This project is being carried out in cooperation with the various agencies of the Government and the private sector. The project is being carried out in a number of phases. The first phase is the collection of information. This is being done by the various agencies of the Government and the private sector. The second phase is the processing of information. This is being done by the Central Intelligence Agency. The third phase is the dissemination of information. This is being done by the Central Intelligence Agency and the various agencies of the Government and the private sector. The project is being carried out in a number of phases. The first phase is the collection of information. This is being done by the various agencies of the Government and the private sector. The second phase is the processing of information. This is being done by the Central Intelligence Agency. The third phase is the dissemination of information. This is being done by the Central Intelligence Agency and the various agencies of the Government and the private sector.



POSTMASTER, GRADE 8A OFFICE.DEFINITION OF CLASS:

Under direction to have charge of a Grade 8A Post Office; to collect safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirably or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard, at least one year of which shall have been in, or equivalent to, an important administrative position in a large city post office; a high degree of administrative ability; tact, good address and ability to meet the public.

COMPENSATION:

Annual:     \$3840     \$3960     \$4080.

NOTE: Grade 8A Post Offices are: Calgary, Hamilton, Quebec, Regina.





POSTMASTER, GRADE 8A OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 8A Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.



POSTMASTER, GRADE 8 OFFICE

DEFINITION OF CLASS:

Under direction to have charge of a Grade 8 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints, concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least eight years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard; tact, good address and ability to meet the public; a high degree of administrative ability.

COMPENSATION:

Annual:   \$3480   \$3600   \$3720.

NOTE: Grade 8 Post Offices are: Edmonton, Halifax,  
London, Windsor.





POSTMASTER, GRADE 8 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 8 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity, and the creation and introduction of improved Post Office methods.



POSTMASTER, GRADE 7 OFFICEDEFINITION OF CLASS:

Under direction to have charge of a Grade 7 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least seven years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard; tact, good judgment and ability to meet the public; a high degree of administrative ability.

COMPENSATION:

Annual:   \$3180   \$3300   \$3420.

NOTE   Grade 7 Post Office are: Moncton, Moose Jaw, Saskatoon, St. John, Victoria.

Approved -- Civil Service Commission  
Deputy's Description -- Over.





POSTMASTER, GRADE 7 OFFICE

## DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 7 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity and the creation and introduction of improved Post Office methods.





## POSTMASTER, GRADE 6 OFFICE

### DEFINITION OF CLASS:

Under direction to have charge of a Grade 6 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least six years of postal experience in an administrative or supervisory capacity in a city post office or postal experience of equivalent character and standard; tact, good address and ability to meet the public; a high degree of administrative ability.

### COMPENSATION:

Annual: \$2880    \$3000    \$3120.

NOTE: Grade 6 Post Offices are: Brandon, Brantford, Guelph, Kingston, Kitchener, New Westminster, Niagara Falls, Oshawa, Peterborough, Sherbrooke, St. Catharines.

Approved -- Civil Service Commission  
Deputy's Description -- Over.



POSTMASTER, GRADE 6 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 6 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.





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POSTMASTER, GRADE 5 OFFICE

DEFINITION OF CLASS:

Under direction to have charge of a Grade 5 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience in a supervisory capacity; tact, good address, and ability to meet the public; a high degree of administrative ability.

COMPENSATION:

Annual:   \$2640   \$2760   \$2880.

NOTE: Grade 5 Post Offices are: Chatham, Charlottetown, Port Arthur, Sarnia, Sault Ste Marie, St. Thomas, Stratford, Port William, Fredericton, Galt, Lethbridge, North Bay, Sudbury, Sydney, Three Rivers.



POSTMASTER, GRADE 5 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 5 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit, to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.





POSTMASTER, GRADE 4 OFFICE

DEFINITION OF CLASS:

Under direction to have charge of a Grade 4 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least four years of postal experience in a supervisory capacity; tact, good address and ability to meet the public; trustworthiness and a high degree of administrative ability.

COMPENSATION:

Annual:     \$2400     \$2520     \$2640.

NOTE: Grade 4 Post Offices are: Amherst, Belleville, Brockville, Cornwall, Glace Bay, Hull, Levis, Lindsay, Medicine Hat, Nanaimo, Owen Sound, North Battleford, Prince Albert, St. Hyacinthe, Thetford Mines, Truro, Welland, Woodstock.





POSTMASTER, GRADE 4 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 4 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.



POSTMASTER, GRADE 3 OFFICEDEFINITION OF CLASS:

Under direction to have charge of a Grade 3 Post Office; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to deal with complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of postal experience in a supervisory capacity; tact, good address and ability to meet the public; trustworthiness; and administrative ability.

COMPENSATION:

Annual:   \$2160   \$2280   \$2400.

NOTE: Grade 3 Post Offices are: Collingwood, Portage la Prairie, Smith's Falls, and Yarmouth.





POSTMASTER, GRADE 3 OFFICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by a Grade 3 Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees, the dissemination of Post Office information and publicity.



POSTMASTER, (KENO HILL)DEFINITION OF CLASS:

To have general charge of an accounting post office; to receive incoming mail and sort it for boxes, rural mail couriers, general delivery and dependent offices; to sort mail for forwarding according to schedules prepared or instructions issued; to sell stamps and handle money order, postal note and related business; to provide, supervise, and pay the necessary staff of employees; to supervise rural mail couriers; to handle the records, correspondence, and revenue of the office and to render periodic accounts; to answer questions from the public concerning postal laws, regulations and methods; and to perform other related work as required.

QUALIFICATIONS:

At least primary school education; reliability and some familiarity with the keeping of records and the handling of cash, tact and ability to meet the public; in case of the larger offices, supervisory ability.

COMPENSATION:

Annual: \$600.



POSTMASTER (PRINCE RUPERT)DEFINITION OF CLASS:

To have general charge, under the direction of the Deputy Postmaster General and the supervision and inspection of a Chief Post Office Superintendent, of the post office at Prince Rupert; to collect, safeguard and account for the revenue of the office; to organize and exercise general supervision over the staff and issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to handle complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of postal experience, preferably in a supervisory capacity; tact, good address, and ability to meet the public; trustworthiness and administrative ability.

COMPENSATION:

Annual:     \$2500     \$2620.

Approved -- Civil Service Commission  
Deputy's Description -- Over.





POSTMASTER (PRINCE RUPERT)DEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by the Prince Rupert Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.



POSTMASTER, (WHITE HORSE)DEFINITION OF CLASS:

To have general charge, under the direction of the Deputy Postmaster General and the supervision and inspection of a Chief Post Office Superintendent, of the post office at White Horse; to collect, safeguard, and account for the revenue of the office; to issue such instructions as may be necessary to secure prompt and expeditious handling of mail matter; to handle complaints concerning the service given by the office and make adjustments when found desirable or necessary; to make reports to and carry out instructions received from the Department; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; at least two years of postal experience; tact, good address, and ability to meet the public; trustworthiness and administrative ability.

COMPENSATION:

Annual:     \$3000     \$3120.

Approved -- Civil Service Commission  
Deputy's Description -- Over.





POSTMASTER, WHITE HORSE

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

Under direction to administer and control the whole of the postal operations in the area served by the White Horse Post Office, including the co-ordination, organization and management of the various component parts of the postal unit; to be responsible for the maintenance of an efficient and economical public service; the proper collection, safeguarding and accounting of revenue; the prompt and expeditious handling of mail matter; the maintenance of proper discipline of the staff; the control and supervision of all equipment, mechanical or otherwise, utilized by postal employees; the dissemination of Post Office information and publicity.



## PRINCIPAL CLERK

### DEFINITION OF CLASS:

To perform, under direction, difficult or technical work of a clerical nature requiring a high degree of specialization, or to supervise a small group of employees engaged in clerical work requiring considerable knowledge of clerical methods and some specialization, or to supervise a large number of clerical employees engaged in simple clerical work, or to take charge of a small administrative unit, requiring the exercise of considerable independent judgment and discretion; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; specialized knowledge of the clerical work and procedure of an organization; at least two years of clerical experience in a supervisory capacity; wide knowledge of modern office practice; administrative ability.

### COMPENSATION:

Annual: \$1,920 2,040 2,160 2,280 2,400

Note: Where quarters or other allowance is provided the value for same is to be deducted from the above compensation, the amount to be deducted to be decided by the Civil Service Commission after consultation with the Department.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

General Notes

General Notes

It is a very common mistake to suppose that the only way to get a good result is to use a large quantity of material. In fact, the best results are obtained by using a small quantity of material, and by using it in a very careful and systematic manner. The following are some of the most common mistakes made in the use of material:

General Notes

1. The use of too much material. This is the most common mistake made in the use of material. It is a very common mistake to suppose that the only way to get a good result is to use a large quantity of material. In fact, the best results are obtained by using a small quantity of material, and by using it in a very careful and systematic manner.

General Notes

2. The use of too little material. This is the second most common mistake made in the use of material. It is a very common mistake to suppose that the only way to get a good result is to use a large quantity of material. In fact, the best results are obtained by using a small quantity of material, and by using it in a very careful and systematic manner.

(111)

3. The use of material in a haphazard manner. This is the third most common mistake made in the use of material. It is a very common mistake to suppose that the only way to get a good result is to use a large quantity of material. In fact, the best results are obtained by using a small quantity of material, and by using it in a very careful and systematic manner.



PRINCIPAL POSTAL CLERKDEFINITION OF CLASS:

Under direction, to supervise the work of a large group of employees in one of the larger City Post Offices, or to perform work of a specialized character, requiring an extensive knowledge of postal procedure, in the Office of a District Superintendent of Postal Service or in one of the larger city post offices; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; a specialized general knowledge of postal procedure; at least five years of experience in postal work, two years of which shall have been in a supervisory capacity or in postal work of equivalent character and standard; administrative and supervisory ability.

COMPENSATION:

Annual: \$2,100 2,220 2,340 2,400

Approved -- Civil Service Commission  
 Certified Correct for some positions  
 Deputy's Description for some positions  
 -- Over.



REPORT OF THE COMMISSIONER

REPORT OF THE COMMISSIONER

The Commission on the Administration of the State has the honor to submit to the Legislature its report for the year 1900. The Commission was organized on January 1, 1900, and has since that time been engaged in a study of the various departments of the State, with a view to the improvement of their management. The Commission has held numerous public hearings, and has received many suggestions from the public. It has also conducted extensive research into the various problems connected with the administration of the State. The Commission believes that the following recommendations will result in a more efficient and economical administration of the State.

RECOMMENDATIONS

The Commission recommends that the following changes be made in the administration of the State: 1. That the various departments of the State be reorganized so as to eliminate overlapping functions and to secure the most efficient management of each department. 2. That the salaries of the various officers and employees of the State be fixed by law, and that no increase be made until the salaries of the corresponding officers and employees of the other States have been increased. 3. That the various boards and commissions of the State be reorganized so as to eliminate overlapping functions and to secure the most efficient management of each board and commission. 4. That the various boards and commissions of the State be given the authority to make recommendations to the Governor and the Legislature, and that the Governor and the Legislature be required to act upon such recommendations.

CONCLUSION

Respectfully submitted,  
Commissioner of the State

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PRINCIPAL POSTAL CLERK

DEPUTY'S DESCRIPTION

DEFINITION OF CLASS:

To be responsible under the District Superintendent of Postal Service for the supervision of the work of one of the following Sections: Operating, Enquiry, Office Service, or Dead Letter; to supervise the work of a group of employees; to perform work of a highly specialized character, requiring an extensive knowledge of postal procedure and the operation of the Post Office Act; in larger Districts to supervise work of Enquiry or Operating Sections, under the direction of a Head Postal Clerk.



PRINCIPAL TRANSFER AGENT

DEFINITION OF CLASS:

Under direction, to supervise the work of a large staff of Transfer Agents at one of the largest postal centres; to check errors and other irregularities in the sending and receipt of mails; to arrange hours, allot tasks and maintain discipline; to make requisition for and issue uniforms and other supplies to Transfer Agents; to answer enquiries and keep records connected with the work; and to perform other related or emergency work as required.

QUALIFICATIONS:

At least primary school education; two years of experience in the supervision of Transfer Agents or experience considered equivalent; good physical condition, supervisory ability.

COMPENSATION:

Annual: \$1740 \$1860 \$1980 \$2040.





PRIVATE SECRETARY TO THE POSTMASTER GENERAL

( POST OFFICE )

DEFINITION OF CLASS:

To have immediate charge of official and other correspondence of the Postmaster General; to be in attendance on the Postmaster General in order to attend to detail administrative work; to arrange interviews and receive deputations and callers; to confer with heads of branches; to perform other related duties as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; previous experience in a secretarial capacity; a high order of intelligence, tact, good judgment; ability to deal with employees and the public; good address; a good command of both languages.

COMPENSATION:

Determined by Governor General in Council.

Exempt Class.

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

(1901-1902)

REPORT OF THE COMMISSIONER

The following report of the Commissioner of the General Land Office for the year 1901-1902 is submitted to the Senate and the House of Representatives. It contains a summary of the work of the Department during the year, and a statement of the condition of the public lands at the close of the year. It also contains a statement of the progress of the work of the Department during the year, and a statement of the condition of the public lands at the close of the year.

REPORT OF THE COMMISSIONER

The following report of the Commissioner of the General Land Office for the year 1901-1902 is submitted to the Senate and the House of Representatives. It contains a summary of the work of the Department during the year, and a statement of the condition of the public lands at the close of the year. It also contains a statement of the progress of the work of the Department during the year, and a statement of the condition of the public lands at the close of the year.

REPORT OF THE COMMISSIONER

The following report of the Commissioner of the General Land Office for the year 1901-1902 is submitted to the Senate and the House of Representatives.

RAILWAY MAIL CLERKDEFINITION OF CLASS:

To handle mail of all kinds on a railway mail car; to be responsible in turn for the supervision of the crew on a railway mail car; to handle registered matter; to sort, revise, and tie up letters; to be personally responsible for the transfer of registered mail between post offices and railway terminals; and to perform other related work as required.

QUALIFICATIONS:

At least primary school education; at least one year of experience as Junior Railway Mail Clerk or in work of similar character and standard; thorough knowledge of sortation schemes, post offices, trains, train times, junction points, and stage routes of one or more runs in a railway mail district; good eyesight; ability to concentrate.

COMPENSATION:

|         |         |       |       |       |       |       |
|---------|---------|-------|-------|-------|-------|-------|
| Annual: | \$1,080 | 1,200 | 1,320 | 1,440 | 1,560 | 1,680 |
|         |         |       |       |       | 1,800 |       |

Allowance: One cent a mile for the distance actually travelled on duty.

In addition to the above compensation the following shall be paid to employees of this class:

- (a) To the employee in charge of a minor run and to assistants on major runs, an allowance at the rate of 25¢. per hundred miles travelled while on duty.
- (b) To the employee in charge of a major run, an allowance at the rate of 40¢. per hundred miles travelled while on duty.

For the purpose of payment of this allowance, all Railway Post Offices shall be graded by the Civil Service Commission after consultation with the Department.

Approved -- Civil Service Commission  
Deputy's Description -- Over.

REVENUE AND FINANCE

REVENUE AND FINANCE

The Board of Directors of the City of New York has the honor to acknowledge the receipt of the report of the Committee on Finance and Revenue, dated January 1, 1910, and to express its appreciation of the thorough and careful manner in which the same has been prepared. The Board is particularly impressed by the thoroughness of the investigation and the wisdom of the recommendations made. It is the policy of the Board to adopt the recommendations of the Committee, and it is the duty of the Board to see that they are carried out.

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RAILWAY MAIL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Distribute and route all classes of mail matter conveyed in a Railway Post Office and when necessary in postal terminal.

To exchange mails at intermediate points and supervise and control emergency space purchased from the Railways to convey surplus mails.

To be responsible for the supervision and direction of other Railway Mail Clerks comprising the crew of a Railway Post Office.

To be responsible for the handling and transfer of registered mail between Post Offices and Railway Post Offices. To maintain relative records and to perform other related work as required.



CONFIDENTIAL - SECURITY

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It is requested that you advise the Bureau of any change in the status of the above-named individual, and to advise the Bureau of any information received from any source which may reflect on the reliability of the information furnished by the individual named above.

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SECRETARY CLERKDEFINITION OF CLASS:

All persons who were performing the duties of private secretary to a Minister or other member of the Government upon the coming into force of the Civil Service Amendment Act 1919, and who held permanent positions in the Civil Service at that date, and whose positions have not been reclassified under the provisions of said Act or who have not been otherwise disposed of by appointment, retirement or otherwise, shall be reclassified in this class.

COMPENSATION:

|                 |       |       |       |       |       |       |
|-----------------|-------|-------|-------|-------|-------|-------|
| Annual: \$2,220 | 2,400 | 2,580 | 2,760 | 2,940 | 3,120 | 3,300 |
|                 |       |       |       |       | 3,480 |       |

Approved -- Civil Service Commission  
 Certified Correct -- Deputy Minister.



SECRETARY, POST OFFICE DEPARTMENTDEFINITION OF CLASS:

To supervise, under the direction of the Deputy Postmaster General, the work and employees of the Secretary's Branch of the Post Office Department; to have charge of the international postal relations and supervise negotiations with the Postal Union; to make recommendations regarding postal rates, the classification of mail matter, and the exclusion of matter from the mails; to direct the work of handling enquiries and complaints; to conduct correspondence with Post Office Inspectors, Railway Mail Superintendents, Postmasters, other postal employees, carriers, and the public regarding lost, misssent, delayed, and stolen mails; to handle the work involved in newspaper registration; to keep lists of post offices and postmasters and the opening and closing of post offices; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least four years of postal experience in a supervisory capacity; wide knowledge of postal methods and procedure; administrative and organizing ability; tact and good judgment.

COMPENSATION:

Annual: \$3,720 4,020 4,320 4,620

Approved -- Civil Service Commission  
Deputy's Description -- Over.





SECRETARY, POST OFFICE DEPARTMENTDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To have charge, under the direction of the Deputy Postmaster General of the staff of the Administrative Branch and the functions of that Branch.

To act as a delegate of Canada at Congresses of the International Postal Union and other International Postal conferences.

To function in connection with Canada's membership in the world's Postal Executive.

QUALIFICATIONS:

Education equivalent to high school graduation, preferably university training; at least eight years of postal experience in a supervisory capacity, three of which to be served in the Administrative Branch; wide knowledge of postal methods and procedure in both domestic and international spheres; administrative and organizing ability, tact and good judgment.



SENIOR DRAFTSMANDEFINITION OF CLASS:

To draw difficult maps and plans; to plot survey and field notes; in some cases to supervise the work of a small drafting staff; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation; either graduation from a school of applied science of recognized standing with two years of experience in an engineering drafting office, or four years of experience in an engineering drafting office; ability to supervise a drafting staff; preferably field experience in engineering.

COMPENSATION:

Annual: \$1,800 1,920 2,040 2,160

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister

REPORT

REPORT TO THE

TO THE BOARD OF DIRECTORS OF THE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.  
JANUARY 1, 1911

REPORT

THE BOARD OF DIRECTORS OF THE  
UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.  
JANUARY 1, 1911

REPORT

UNITED STATES DEPARTMENT OF AGRICULTURE  
WASHINGTON, D. C.

SENIOR LETTER CARRIERDEFINITION OF CLASS:

Under direction, to oversee the work of a group of Letter Carriers in a Post Office or Postal Station where conditions require such supervision; to accompany new Letter Carriers on their routes and instruct them in their duties, and in some cases to take a short walk himself; to answer complaints regarding mail delivery; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least four years of postal experience, preferably as Letter Carrier; supervisory ability.

COMPENSATION:

Annual: \$1560 \$1680.  
Uniform and Boots.





SENIOR MAIL PORTERDEFINITION OF CLASS:

To supervise the work of a group of Mail Porters where conditions require such supervision; to keep records, arrange hours, allot tasks and maintain discipline; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; at least four years of postal experience, preferably as Mail Porter; good physical condition; supervisory ability.

COMPENSATION:

Annual:     \$1500     \$1620     1680.  
(In the discretion of the Department  
uniform and boots supplied in addition  
to the above compensation).



SENIOR MESSENGER

DEFINITION OF CLASS:

To direct and supervise the delivery of messages, and the receiving, sorting and posting of mail; and to do other related work as assigned.

QUALIFICATIONS:

Primary school education; ability to meet the public; supervisory ability; trustworthiness and tact.

COMPENSATION:

Annual: \$1,080 1,140 1,200

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

SECRET

DECLASSIFICATION

On 10/10/2001, the following information was reviewed and found to be releasable under E.O. 13526, paragraph 1(a).

DECLASSIFICATION

On 10/10/2001, the following information was reviewed and found to be releasable under E.O. 13526, paragraph 1(a).

DECLASSIFICATION

On 10/10/2001, the following information was reviewed and found to be releasable under E.O. 13526, paragraph 1(a).

On 10/10/2001, the following information was reviewed and found to be releasable under E.O. 13526, paragraph 1(a).



SENIOR POSTAL CLERKDEFINITION OF CLASS:

To be responsible, under a postmaster or other supervisory officer, for the work of a considerable group of postal employees performing varied tasks in a city post office; to assist the Postmaster of a grade 3 office in supervising the staff and to act in his place in his absence; to arrange hours, allot tasks, maintain discipline, and pass upon administrative problems; to assist in handling correspondence and making necessary reports; and to perform other related work as required.

QUALIFICATIONS:

At least two years of high school education; at least two years of postal experience; supervisory ability; tact and courtesy in dealing with the public and postal employees.

COMPENSATION:

Annual: \$1,860 1,980 2,040

Approved -- Civil Service Commission  
Deputy's Description -- Over.



SENIOR POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under the supervision of the Head Clerk in Charge of the Section to prepare reports, memoranda and Orders-in-Council on the use of Rail and Water Public Carriers for the transportation of mails. To check the manning of Railway Post Offices, and to compile statistical data connected with the classification of Railway Post Offices.

Or under the direction of the Head Clerk in Charge of the Section to prepare and issue Distribution Lists used in mail distribution, and the Schedule of Mail Trains, Water Services and Air Services. To prepare "copy" for Railway Mail Service forms and printing. To check reports on service and equipment furnished by the Railway Companies.

Or under the direction of the Head Clerk in Charge of the Section to prepare and revise Standpoint Sortation and Routing Schemes for use in Canada and in the International Postal Service. To assist in the marking of examination papers for the statutory examinations of Postal Employees.

QUALIFICATIONS:

Education equivalent to two years of High School. At least five years' experience in the Postal Service, preferably in the Railway Mail Service. A general knowledge of Mail Handling Procedure and of Postal Laws and Regulations.





SENIOR POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To be responsible, under the Supervising Dead Letter Clerk, for the work of a group of employees engaged on the treatment of mail matter in the Dead Letter Section of the Inspection Service and to assist in supervising the staff; to be responsible for receipt and disposal of registered and valuable matter, ordinary matter and for the return of foreign undeliverable mail to country of origin; to receive monthly returns from District Dead Letter Offices and to keep records and compile statistics regarding same.

QUALIFICATIONS:

At least two years of high school education; at least two years of experience in Dead Letter work; supervisory ability; tact and courtesy in dealing with the public and postal employees.





SENIOR POSTAL CLERKDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

To be responsible under the Principal Postal Clerk in charge of the Section of a Postal District Office for the work of a considerable group of employees; to replace the Principal Postal Clerk during his absence; handling correspondence; making necessary reports; to assist the Principal Postal Clerk in charge of a District Dead Letter Office, or in smaller districts to have supervision over a section.



## SENIOR TRANSLATOR

### DEFINITION OF CLASS:

To make literal or free translation, correct as to idiom, text and substance of important official and technical correspondence, reports, and publications, requiring considerable skill and previous experience, wide knowledge of specialized official diction and technical phraseology, and the greatest fluency in the languages used; in some cases to supervise the work of employees in the same or lower ranks; to act as interpreter on occasion; and to perform other related and incidental clerical work as required.

### QUALIFICATIONS:

Education equivalent to university graduation, at least two years of experience as Translator or experience of similar character and standard; in some cases sufficient specialized training or previous experience to insure thorough familiarity with legal and scientific terminology; considerable demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used; ability to read, write and speak two or more languages fluently; in some cases supervisory ability.

### COMPENSATION:

Annual: \$1,920 2,040 2,160 2,280 2,400

Approved-- Civil Service Commission  
Certified Correct-- Deputy Minister.





## SPECIAL POST OFFICE INVESTIGATOR

### DEFINITION OF CLASS:

To be responsible under the General Superintendent, Postal Service, or Chief Inspector of Postal Service, for making special investigations in connection with post office robberies, thefts from the mails, cases of mis-treatment of mail matter, and theft or manipulation of post office funds; to take charge of special investigational work in any Postal District relative to the theft or mis-treatment of mail matter and to direct the operations of Inspectors of Postal Services in investigational work under special assignments; to make investigations under oath as assigned; to advise as to Criminal Court procedure in the different Provinces; to handle correspondence incidental to the above work; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least four years of experience in a supervisory capacity in a district office with special experience in handling investigations in a district; thorough knowledge of all phases of postal work; supervisory ability, good address, tact and ability to deal with the public and postal employees.

### COMPENSATION:

Annual: \$3,720 3,900 4,080 4,260 4,320

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.

THEORY OF THE EARTH

CHAPTER I

It is generally held that the earth is composed of a solid mass of material, and that the interior is a solid mass of material. This is a very old theory, and it is one of the most important in the history of science. It is a theory which has been held by many of the greatest minds of the world, and it is a theory which has been the basis of many of the most important discoveries in the history of science. It is a theory which has been the basis of many of the most important discoveries in the history of science.

CHAPTER II

The theory of the earth is a very old theory, and it is one of the most important in the history of science. It is a theory which has been held by many of the greatest minds of the world, and it is a theory which has been the basis of many of the most important discoveries in the history of science. It is a theory which has been the basis of many of the most important discoveries in the history of science.

CHAPTER III

The theory of the earth is a very old theory, and it is one of the most important in the history of science. It is a theory which has been held by many of the greatest minds of the world, and it is a theory which has been the basis of many of the most important discoveries in the history of science. It is a theory which has been the basis of many of the most important discoveries in the history of science.

STENOGRAPHER, GRADE 3.DEFINITION OF CLASS:

To take and transcribe difficult dictation, and in conjunction therewith, to perform important secretarial work requiring specialized knowledge and the exercise of independent judgment; in some cases to handle correspondence without dictation; to supervise a large group of employees engaged in stenographic and clerical work; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation with at least two years of experience in stenographic and clerical work; ability to take and transcribe difficult dictation given at a rapid rate of speed; supervisory ability, good knowledge of modern office practice, tact and good judgment.

COMPENSATION:

Annual: \$1,380 1,440 1,500 1,560 1,620

NOTE: For Senior Law Stenographers the compensation shall be:

\$1,440 1,500 1,560 1,620 1,680

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

STANDARDIZATION

STANDARDIZATION

No data has been submitted for this standard, and it is therefore not possible to determine its status. It is recommended that the standard be reviewed and the necessary action be taken to bring it into line with the other standards in the series.

STANDARDIZATION

The standard is not in line with the other standards in the series, and it is recommended that the standard be reviewed and the necessary action be taken to bring it into line with the other standards in the series.

STANDARDIZATION

Standard 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 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821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023, 1024, 1025, 1026, 1027, 1028, 1029, 1030, 1031, 1032, 1033, 1034, 1035, 1036, 1037, 1038, 1039, 1040, 1041, 1042, 1043, 1044, 1045, 1046, 1047, 1048, 1049, 1050, 1051, 1052, 1053, 1054, 1055, 1056, 1057, 1058, 1059, 1060, 1061, 1062, 1063, 1064, 1065, 1066, 1067, 1068, 1069, 1070, 1071, 1072, 1073, 1074, 1075, 1076, 1077, 1078, 1079, 1080, 1081, 1082, 1083, 1084, 1085, 1086, 1087, 1088, 1089, 1090, 1091, 1092, 1093, 1094, 1095, 1096, 1097, 1098, 1099, 1100, 1101, 1102, 1103, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1130, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1138, 1139, 1140, 1141, 1142, 1143, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, 1152, 1153, 1154, 1155, 1156, 1157, 1158, 1159, 1160, 1161, 1162, 1163, 1164, 1165, 1166, 1167, 1168, 1169, 1170, 1171, 1172, 1173, 1174, 1175, 1176, 1177, 1178, 1179, 1180, 1181, 1182, 1183, 1184, 1185, 1186, 1187, 1188, 1189, 1190, 1191, 1192, 1193, 1194, 1195, 1196, 1197, 1198, 1199, 1200, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1212, 1213, 1214, 1215, 1216, 1217, 1218, 1219, 1220, 1221, 1222, 1223, 1224, 1225, 1226, 1227, 1228, 1229, 1230, 1231, 1232, 1233, 1234, 1235, 1236, 1237, 1238, 1239, 1240, 1241, 1242, 1243, 1244, 1245, 1246, 1247, 1248, 1249, 1250, 1251, 1252, 1253, 1254, 1255, 1256, 1257, 1258, 1259, 1260, 1261, 1262, 1263, 1264, 1265, 1266, 1267, 1268, 1269, 1270, 1271, 1272, 1273, 1274, 1275, 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1283, 1284, 1285, 1286, 1287, 1288, 1289, 1290, 1291, 1292, 1293, 1294, 1295, 1296, 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304, 1305, 1306, 1307, 1308, 1309, 1310, 1311, 1312, 1313, 1314, 1315, 1316, 1317, 1318, 1319, 1320, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1331, 1332, 1333, 1334, 1335, 1336, 1337, 1338, 1339, 1340, 1341, 1342, 1343, 1344, 1345, 1346, 1347, 1348, 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1681, 1682, 1683, 1684, 1685, 1686, 1687, 1688, 1689, 1690, 1691, 1692, 1693, 1694, 1695, 1696, 1697, 1698, 1699, 1700, 1701, 1702, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800, 1801, 1802, 1803, 1804, 1805, 1806, 1807, 1808, 1809, 1810, 1811, 1812, 1813, 1814, 1815, 1816, 1817, 1818, 1819, 1820, 1821, 1822, 1823, 1824, 1825, 1826, 1827, 1828, 1829, 1830, 1831, 1832, 1833, 1834, 1835, 1836, 1837, 1838, 1839, 1840, 1841, 1842, 1843, 1844, 1845, 1846, 1847, 1848, 1849, 1850, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 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2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 21



STENOGRAPHER, GRADE 2.DEFINITION OF CLASS:

To perform, under supervision, stenographic and clerical work requiring skill, previous experience and a knowledge of clerical methods; to take and transcribe with accuracy difficult dictation; to perform secretarial or general clerical work; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least one year of experience in stenographic work; some knowledge of modern office practice; ability to take and transcribe difficult dictation at a fairly high rate of speed; intelligence; tact and good judgment.

COMPENSATION:

Annual: \$1,080 1,140 1,200 1,260 1,320 1,380

NOTE: For Law Stenographers the compensation shall be: \$1,140 1,200 1,260 1,320 1,380 1,440

Where the incumbent is required to live in an isolated and undesirable locality special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister.



INTRODUCTION

DEFINITION OF TERMS

The following definitions are given for the purpose of clarifying the meaning of the terms used in this report. The definitions are given in the order in which they appear in the report.

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DEFINITION OF TERMS

The following definitions are given for the purpose of clarifying the meaning of the terms used in this report. The definitions are given in the order in which they appear in the report.

STENOGRAPHER, GRADE 1DEFINITION OF CLASS:

To perform, under supervision, routine clerical and stenographic work; to take and transcribe routine dictation, to assist in simple clerical work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; ability to take and transcribe simple dictation at a moderate rate of speed, and to understand and follow directions; tact and good judgment.

COMPENSATION:

Annual: \$720 780 840 900 960 1,020

Note: Where the incumbent is required to live in an isolated and undesirable locality, special maintenance or other allowance may be provided. The conditions and the amount of allowance shall be determined by the Civil Service Commission and the Department concerned.

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.

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SUB POSTMASTER (ACCOUNTING)

(Confined to areas served by Staff Post Offices  
and not controlled by the Civil Service Commission).

DEPUTY'S DESCRIPTION

(No Definition by Civil Service Commission)

DEFINITION OF CLASS:

To manage an accounting Post Office within the Postal area of a Staff Post Office; to sell postage stamps and postal notes, transact money order, savings bank and related business; to furnish Postal and other information relating to an accounting Post Office; to provide the necessary quarters for the transaction of Post Office business and the requisite staff to maintain proper public service; to safeguard Post Office funds and credits and properly maintain the records required by the Department; to render financial accounts as required.

QUALIFICATIONS:

(Submitted by Department)

At least primary school education, reliability and some familiarity with the keeping of records and the handling of cash, tact and ability to meet the public, suitable location, adequate accommodation and in the case of the larger offices supervisory ability.

COMPENSATION:

(Fixed by the Postmaster General)

Allowance based on revenue according to the following scale:

| <u>Revenue</u>                |  | <u>Scale</u>                |
|-------------------------------|--|-----------------------------|
| On revenue up to \$300        |  | 50% with a minimum of \$60. |
| " " of \$300 and up to \$1000 |  | \$150.00                    |
| " " 1000 " " " 2000           |  | 200.00                      |
| " " 2000 " " " 3000           |  | 250.00                      |
| " " 3000 " " " 4000           |  | 300.00                      |
| " " 4000 " " " 5000           |  | 350.00                      |
| " " 5000 " " " 6000           |  | 400.00                      |
| " " 6000 " " " 7000           |  | 450.00                      |
| " " 7000 " " " 8000           |  | 500.00                      |
| " " 8000 " " " 9000           |  | 550.00                      |
| " " 9000 and over             |  | 600.00                      |







SUB POSTMASTER (ACCOUNTING) (Cont'd)Commissions on Stamp sales.

2% commission on stamp sales up to \$20,000 and 1% commission on amounts in excess of \$20,000.

Commission on Money Order transactions.

50% of amount of commissions collected from the public.

Postal Note Business.

1 cent for each postal note sold.

Savings Bank Business.

27½¢ for every \$100. deposited.



SUB POSTMASTER (NON-ACCOUNTING)

(Confined to areas served by Staff Post Offices and not controlled by the Civil Service Commission).

DEPUTY'S DESCRIPTION

(No Definition by Civil Service Commission).

DEFINITION OF CLASS:

To manage a non-accounting Post Office, including sale of postage stamps and postal notes; to furnish Postal and other information relating to the operation of a non-accounting Sub Post Office; to keep intact credit balance allowed; to maintain such records as the Department requires and to provide proper accommodation for the operation of a Sub Post Office and the requisite staff to maintain a proper public service.

QUALIFICATIONS:

At least primary school education; reliability and some familiarity with the keeping of records and the handling of cash; tact and ability to meet the public.

COMPENSATION:

(Fixed by Postmaster General)

Allowance based on revenue according to the following scale:

| <u>Revenue</u>                | <u>Scale</u>                |
|-------------------------------|-----------------------------|
| On revenue up to \$300        | 50% with a minimum of \$60. |
| " " of \$300 and up to \$1000 | \$150.00                    |
| " " " 1000 " " " 2000         | 200.00                      |
| " " " 2000 " " " 3000         | 250.00                      |
| " " " 3000 " " " 4000         | 300.00                      |
| " " " 4000 " " " 5000         | 350.00                      |
| " " " 5000 " " " 6000         | 400.00                      |
| " " " 6000 " " " 7000         | 450.00                      |
| " " " 7000 " " " 8000         | 500.00                      |
| " " " 8000 " " " 9000         | 550.00                      |
| " " " 9000 and over           | 600.00                      |

Commission on stamp sales.

2% commission on stamp sales up to \$20,000 and 1% commission on amounts in excess of \$20,000.

Postal Note Business.

1 cent for each postal note sold.

THE UNITED STATES OF AMERICA

Department of State, Bureau of Consular Affairs  
Washington, D. C. 20520

Consular Office

Consular Office, [City], [Country]

Consular Office

The Consular Office of the United States of America, [City], [Country], is pleased to inform you that the [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country].

Consular Office

The Consular Office of the United States of America, [City], [Country], is pleased to inform you that the [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country]. The [Country] has been designated as a [Country] for the purpose of [Country].

Consular Office

[City], [Country]

Consular Office of the United States of America, [City], [Country]

Consular Office

Consular Office of the United States of America, [City], [Country]

[Text]

Consular Office

Consular Office of the United States of America, [City], [Country]

[Text]

Consular Office

Consular Office of the United States of America, [City], [Country]

Consular Office

Consular Office of the United States of America, [City], [Country]



171 90

SUPERINTENDENT, FINANCIAL BRANCH, POST OFFICE DEPARTMENT

DEFINITION OF CLASS:

Under the direction of the Deputy Postmaster General to control and direct the financial operations of the Post Office Department; to be responsible for the maintenance of the accounting work and the preparation of returns which are required by statute or under the Dominion's accounting system; to direct the heads of divisions responsible for the Revenue, Expenditure, Money Order, Postal Note, Savings Bank and controlling of postage stamp supplies; to act in an advisory capacity on questions pertaining to finances of the Dominion Postal Service and other matters connected therewith; to direct the preparation of accounting or fiscal statements of an important nature and to act in an administrative and executive capacity; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to university graduation; at least ten years of experience in a position of responsibility in accounting work in the Dominion Service or in work of equivalent character and standard, preferably in connection with Post Office administration and accounting; a thorough knowledge of postal laws, regulations and relations with foreign countries; and of the fundamental principles of finance and constructive accountancy; a wide knowledge of the Dominion Government's accounting system and of the laws and regulations governing the administration of a department; executive ability of the highest order.

COMPENSATION:

Annual: \$4,800 5,100 5,400

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.



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UNIVERSITY OF CHICAGO PRESS

SUPERINTENDENT, MONEY ORDER BRANCHDEFINITION OF CLASS:

To be responsible, under the Deputy Postmaster General, for the work of the Money Order Branch of the Post Office Department; to supervise the staff and pass upon difficult administrative problems; to direct the auditing of paid money orders; to make recommendations with regard to money order work and policies; to handle special correspondence affecting the Branch, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training with specialization in banking and exchange; at least four years of experience in money order work or auditing work; administrative and organizing ability; tact and good judgment.

COMPENSATION:

Annual: \$3,720 4,020 4,320

Approved -- Civil Service Commission  
Deputy's Description -- Over.

THEORY OF THE EARTH

CHAPTER I

Of the composition of the earth, and of the manner in which it has been formed, we have very little knowledge. It is generally supposed that the earth was formed out of a mass of molten matter, which has since cooled and solidified. The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure. The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure. The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure.

CHAPTER II

The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure. The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure. The different parts of the earth are supposed to have been formed at different times, and to have been subjected to different degrees of heat and pressure.

CHAPTER III

THEORY OF THE EARTH

SUPERINTENDENT, MONEY ORDER BRANCHDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

The title Superintendent, Money Order Branch, being supernumerary, the incumbent is known as the Chief Consulting Officer, Money Order System, and his duties are as follows: to deal with matters pertaining to the improvement of the new organization so as to ensure that it comprehends all the requirements of Money Order work; to deal with special cases relating to forged and mistreated Orders; to deal with special matters pertaining to International Money Order business; questions of policy involved; to deal with any other matters which it may be required to place under this position or which may be suggested for the purpose.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training with specialization in banking and exchange; at least four years of experience in money order work or auditing work; administrative and organizing ability, tact and good judgment.





SUPERINTENDENT OF EQUIPMENT AND SUPPLY BRANCH,  
POST OFFICE DEPARTMENT

DEFINITION OF CLASS:

Under the direction of the Deputy Postmaster General to be responsible for the estimate, purchase, inspection, storage, and distribution of all supplies and equipment other than building fixtures, for the Post Office Department; to supervise the work and employees of the Equipment and Supply Branch; to direct the heads of divisions responsible for the preparation of estimates, the revision of requisitions in accordance with the needs of the service, and the standardization, combination and elimination of forms and supplies, the preparation of specifications and description of articles to be purchased, the ordering of stationery supplies through the Department of Printing and Stationery, the purchase of supplies and equipment from other sources through tender and the awarding of contracts, the inspection of goods received, the distribution of supplies on requisitions from other branches and individual offices of the service and the keeping of stock, time, cost and other records; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of experience in a large purchasing and stores organization or experience of a similar character and standard; a wide knowledge of markets, current prices, traffic, procedure and familiarity with modern office practice and store-keeping systems; administrative and organizing ability of a high order.

COMPENSATION:

Annual:   \$4,320   4,620   4,920

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister



SUPERINTENDENT OF MAIL CONTRACTSDEFINITION OF CLASS:

To be responsible, under the Deputy Postmaster General for expenditures for all mail service except that by rail and water; to pass upon contracts for transportation of mail by rural carriers and over stage routes; to direct the checking of the costs of mail contracts and variations; to pass upon Post Office Inspectors' monthly returns as to rates, distances, frequency, suspension, and discontinuance; to handle correspondence pertaining to mail contracts; to supervise the office staff; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation, preferably including or followed by a good business course; five years of business or postal experience in a responsible capacity; knowledge of current labour prices and of local conditions in places where mail contracts are let; administrative and organizing ability; tact and good judgment.

COMPENSATION:

Annual: \$3,720 4,020 4,320 4,620

Approved -- Civil Service Commission  
Certified Correct-- Deputy Minister.





## SUPERINTENDENT OF MAILS, GRADE 12 POST OFFICE

### DEFINITION OF CLASS:

Under direction, to personally supervise all the operations of the mail despatch or city delivery branches of a Grade 12 Post Office; to be responsible to his immediate superior for the efficient and economical handling of all problems involved in the work of his branch; to secure by personal contact the proper co-operation of the various units of his branch; to formulate such procedure as will result in the proper conduct of the work and insure its effectiveness; to arrange hours, allot tasks, maintain discipline and pass on administrative problems; to see that enquiries relating to the work of his Branch are promptly dealt with; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least five years of supervisory experience over a large number of employees in the handling of mail in one of the larger city post offices; a high degree of supervisory ability; administrative ability.

### COMPENSATION:

Annual:   \$3000   \$3120   \$3240.

Approved -- Civil Service Commission.

### DEFINITION OF CLASS:

To indicate the line of responsibility in this case it is suggested that this definition should at the commencement read "Under direction of the Assistant Postmaster".

Certified Correct -- Deputy Minister.



RECOMMENDATION OF THE BOARD OF DIRECTORS

RECOMMENDATION OF THE BOARD

These directors, in conformity with the provisions of the said Statute of the said company, have met in a special meeting on the 15th day of May, 1900, at the office of the said company, and have considered the report of the directors of the said company, and have decided to recommend to the shareholders of the said company that they should vote in favor of the resolution of the said company, which is as follows: That the directors of the said company be authorized to issue bonds of the said company in the sum of \$100,000, in such amounts and at such times as they may deem proper, and to execute all such bonds, and to do all such things as may be necessary or proper to carry out the purposes of this resolution.

RECOMMENDATION OF THE BOARD

These directors, in conformity with the provisions of the said Statute of the said company, have met in a special meeting on the 15th day of May, 1900, at the office of the said company, and have considered the report of the directors of the said company, and have decided to recommend to the shareholders of the said company that they should vote in favor of the resolution of the said company, which is as follows: That the directors of the said company be authorized to issue bonds of the said company in the sum of \$100,000, in such amounts and at such times as they may deem proper, and to execute all such bonds, and to do all such things as may be necessary or proper to carry out the purposes of this resolution.

RECOMMENDATION OF THE BOARD

APPROVED: 15th day of May, 1900.

Approved: -- Civil Engineer

RECOMMENDATION OF THE BOARD

These directors, in conformity with the provisions of the said Statute of the said company, have met in a special meeting on the 15th day of May, 1900, at the office of the said company, and have considered the report of the directors of the said company, and have decided to recommend to the shareholders of the said company that they should vote in favor of the resolution of the said company, which is as follows: That the directors of the said company be authorized to issue bonds of the said company in the sum of \$100,000, in such amounts and at such times as they may deem proper, and to execute all such bonds, and to do all such things as may be necessary or proper to carry out the purposes of this resolution.

SUPERINTENDENT, SECRETARIAL BRANCH, GRADE 12 POST OFFICEDEFINITION OF CLASS:

Under direction, to be responsible for the administrative work of a clerical and financial nature in the Toronto Post Office; to make special reports and investigations for the Postmaster; to have charge of all enquiries regarding mail under the jurisdiction of the Toronto Post Office; to have charge of the accounting work of the office, including pay-rolls, accounts, cost-accounting, postage paid in cash revenue, sale and supply of postage stamps and postal notes, and the work of the postal auditors; to have charge of publicity, welfare and educational work; to have charge of examination work under the jurisdiction of the Postmaster; to maintain the necessary statistical and other records of operation; and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least seven years of postal experience in an administrative capacity; a high degree of administrative ability; wide knowledge of modern office practice; good address and ability to meet the public.

COMPENSATION:

Annual: \$3120 \$3240 \$3360.

Approved -- Civil Service Commission

DEFINITION OF CLASS:

To indicate the line of responsibility in this case it is suggested that this definition should at the commencement read "Under direction of the Postmaster".

Certified Correct -- Deputy Minister.



SUPERVISOR, INSPECTION SERVICEDEFINITION OF CLASS:

Under direction of the Chief Inspector, Postal Service, to supervise the organization, personnel and maintenance of district offices; to act as a contact officer between the sections of the post office inspection service; to keep records of inspection, investigation, and other work of the district offices, and to prepare charts and graphs in connection with same; to supervise dead letter work throughout the postal service; to be responsible for the editing of "Regulations for Postal Districts" and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience, preferably in connection with district or inspection administration; knowledge of postal practice and procedure; administrative ability, tact and good judgment.

COMPENSATION:

Annual: \$2,820 2,940 3,060 3,180 3,300 3,420

Approved -- Civil Service Commission  
Deputy's Description -- Over.



CONFIDENTIAL

Under the provisions of the National Security Act, it is the policy of the United States Government to keep confidential all information the disclosure of which would be injurious to the national defense. This information includes all data, plans, and documents of the United States Government, its agencies, and its personnel, which are of a confidential nature. It is the duty of every person who has access to such information to keep it confidential and to report any unauthorized disclosure to the proper authorities.

CONFIDENTIAL

The information contained in this document is confidential and is to be kept confidential. It is the duty of every person who has access to such information to keep it confidential and to report any unauthorized disclosure to the proper authorities.

CONFIDENTIAL

SECRET



SUPERVISOR, INSPECTION SERVICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction of the Chief Inspector, Postal Service, to supervise the organization, personnel and maintenance of district offices; to act as a contact officer between the sections of the post office inspection service; to keep records of inspection, investigation and other work of the district offices, and to supervise the preparation of charts and graphs in connection with same; to supervise dead letter work throughout the Dominion; to be responsible for the editing of "Regulations for Postal Districts" and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience, preferably in connection with district or inspection administration; knowledge of postal practice and procedure; administrative ability, tact and good judgment.



SUPERVISOR, MAIL CONTRACTSDEFINITION OF CLASS:

Under direction of the Superintendent of Mail Contracts, to investigate and organize city letter box collections, parcel post deliveries and rural route services; to prepare specifications, invite tenders for same; to investigate, report on requests or complaints and to authorize extensions and additions for new and present services; to arrange transportation for letter carriers; to authorize fines and deductions from contractors for failure to perform services; to authorize transfers of existing contracts; to compute rates of service; to discuss with and prepare reports for members of Parliament regarding services, and to perform other related work as required.

QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal experience in a responsible capacity; some knowledge of mail contracts or postal service administration; organizing ability; tact; good address and good judgment.

COMPENSATION:

Annual: \$2,820   2,940   3,060   3,180   3,300   3,420

Approved -- Civil Service Commission  
 Certified Correct-- Deputy Minister.





## SUPERVISOR OF MAILES

### DEFINITION OF CLASS:

Under direction, to supervise the work of employees engaged in the delivery or forward despatch of mail in one of the larger city post offices; to arrange hours, allot tasks, maintain discipline, and pass upon administrative problems; to deal with enquiries and correspondence; and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation; at least three years of experience in a supervisory capacity in the handling of mails in a large city post office.

### COMPENSATION:

|         |               |        |        |        |
|---------|---------------|--------|--------|--------|
| Annual: | Grade 11 P.O. | \$2640 | \$2760 | \$2880 |
|         | Grade 10 P.O. | 2520   | 2640   | 2760   |
|         | Grade 9 P.O.  | 2400   | 2520   | 2640   |
|         | Grade 8A P.O. | 2280   | 2400   | 2520   |
|         | Grade 8 P.O.  | 2160   | 2280   | 2400.  |

Approved -- Civil Service Commission

### DEFINITION OF CLASS:

To indicate the line of responsibility in this case it is suggested that this definition should at the commencement read "Under direction of the Assistant Postmaster".

Certified Correct -- Deputy Minister.





SUPERVISOR OF REST ROOMDEFINITION OF CLASS:

Under supervision, to have charge of a rest room for the accommodation and temporary care of female employees; to supervise any welfare work in connection with same; to temporarily care for and render assistance to indisposed or sick female employees, and to render first aid, if necessary, to any employees; to perform such clerical work as may be assigned; to be responsible for the necessary first aid supplies and for the general condition of the rest room; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; some experience in clerical work; a knowledge of first aid; tact, good address, maturity.

COMPENSATION:

Annual: \$720 780 840 900 960 1,020

Approved -- Civil Service Commission  
Deputy's Description -- Over.



SUPERVISOR OF REST ROOMDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under supervision, to have charge of a rest room for the accommodation and temporary care of female employees; to supervise any welfare work connected therewith; to enforce regulations governing the conduct and discipline of employees and to promptly report any violation of these regulations; to temporarily care for and render assistance in cases of illness of female employees and to render first aid, if necessary, to any employee male or female in case of accident; to perform such clerical work as may be assigned; to see that sufficient first aid supplies are always on hand and to be responsible for the rest room being kept in a neat and tidy condition; and to perform other related work as required.

QUALIFICATIONS:

Primary school education; some experience in clerical work; a knowledge of first aid; tact; good address; maturity.

THEORY OF THE EARTH

CHAPTER I

THEORY OF THE EARTH

The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its various parts. The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its various parts.

CHAPTER II

The theory of the earth is a branch of geology which deals with the origin and development of the earth and its various parts. It is a science which seeks to explain the processes which have shaped the earth and its various parts.



## SUPERVISOR, POST OFFICE SERVICE

### DEFINITION OF CLASS:

Under direction of the Chief Superintendent of Post Office Service, to supervise the administration of city post offices and staff as regards appointments, promotions, dismissals, additional staff, leave of absence, discipline, and to authorize salary expenditure; to establish letter carrier deliveries; to maintain proper relativity between offices as regards staff, and to prepare records and charts in connection with same; to prepare regulations regarding the procedure of post office practice, conduct of employees in the service, and to pass on fines and deductions for breaches of the Post Office Act; to prepare books of instruction for employees and examination papers for promotional competitions; on occasion, to explain postal situations to members of Parliament, and to perform other related work as required.

Or to control and conduct negotiations for the renting of additional space or buildings for post office purposes; to plan new post office buildings, changes, and additions, to study and do research work in connection with post office buildings, layouts and equipment; to pass upon requests for additional postal stations; to supervise the purchase, distribution and maintenance of certain post office equipment, and to compile statistics in connection with same; to supervise Office Service and Drafting Section, and to perform other related work as required.

Or to supervise the administration of revenue post offices as regards appointments, dismissals, discipline and hours of duty, and to deal with all questions relating to the opening, closing, sites, status and names of these offices; to instruct the district offices in the general management of revenue post offices; to cause to investigate or investigate nightforward duty or circumstances warranting special allowances, and to determine and authorize payments in connection with same; to investigate and study postmasters' salaries and pass judgment on problems presented by Postmasters' Associations, and to perform other related work as required.

### QUALIFICATIONS:

Education equivalent to high school graduation and preferably university training; at least five years of postal



-2-

SUPERVISOR, POST OFFICE SERVICE (Cont'd)

experience in a responsible capacity; broad knowledge of postal practice and procedure; administrative ability; tact and good judgment.

COMPENSATION:

Annual: \$2,820 2,940 3,060 3,180 3,300 3,420

Approved -- Civil Service Commission  
Deputy's Description -- Over.





SUPERVISOR, POST OFFICE SERVICEDEPUTY'S DESCRIPTIONDEFINITION OF CLASS:

Under direction of the Chief Superintendent of Post Office Service, to supervise the work and staff of the Staff Post Office Section of the Post Office Service, dealing with appointments, promotions, dismissals, additional staff, leave of absence, discipline, etc.; to prepare data and recommendations regarding establishment of letter carrier delivery services and extensions thereof; to maintain proper relativity between offices as regards staff and to prepare records and charts in connection with same; to prepare regulations governing the procedure in City Post Offices, conduct of employees in the service, and to pass on fines and deductions for breaches of the Post Office Act and regulations; to prepare books of instruction for employees and examination papers for promotional competitions; and to perform other related work as required.

Or to conduct negotiations for the renting of additional space or buildings for post office purposes; to plan new post office buildings, changes and additions; to study and do research work in connection with post office buildings, layouts and equipment; to pass upon requests for additional postal stations; to supervise the purchase, distribution and maintenance of certain post office equipment, and to compile statistics in connection with same; to supervise Construction and Office Service Section, and to perform other related work as required.

Or to supervise the work and staff of the Revenue Post Office Section, dealing with revenue post offices as regards appointments, dismissals, discipline and hours of duty, and to deal with all questions relating to the opening, closing, sites, status and names of these offices; to instruct the district offices in the general management of revenue post offices; to cause to investigate or investigate night and forward duty or circumstances warranting special allowances, and to determine and authorize payments in connection with same; to investigate and study Postmasters' salaries and pass judgment on problems presented by Postmasters' associations, and to perform other related work as required.



GENERAL INFORMATION

CHAPTER I

Under the provisions of the Act, the Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895. The Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895.

The Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895. The Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895.

The Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895. The Commission has the honor to submit to the Senate and the House of Representatives, for their consideration, the report of the Commission on the subject of the proposed amendments to the Constitution of the United States, which were adopted by the Convention of 1890, and which were submitted to the people of the United States at the general election of 1895.

TELEPHONE OPERATORDEFINITION OF CLASS:

Under direction, to operate a telephone switchboard in the service of some department other than the Department of Public Works; to keep records of connections and to perform other related work as assigned.

QUALIFICATIONS:

Primary school education; at least six months of experience as a switchboard operator; thorough knowledge of the operation of a telephone switchboard; clear and distinct enunciation.

COMPENSATION:

Annual: \$720 780 840 900 960

Approved -- Civil Service Commission  
Certified Correct -- Deputy Minister

PROBATION DEPARTMENT

REPORT OF PROBATION

REPORTER: [Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]

PROBATION DEPARTMENT

REPORTER: [Name] [Address] [City] [State] [Zip]  
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PROBATION DEPARTMENT

REPORTER: [Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]  
[Name] [Address] [City] [State] [Zip]

TRANSLATORDEFINITION OF CLASS:

To make literal or free translations, correct as to idiom, text, and substance, of important official and technical correspondence, reports, and publications, requiring skill, previous experience, considerable familiarity with official diction and technical phraseology, and fluency in the languages used; in some cases, to supervise employees in the same or a lower rank; to act as interpreter on occasion; and to perform other related and incidental clerical work as assigned.

QUALIFICATIONS:

High school graduation and preferably university training; at least one year of experience as Junior Translator or experience of similar character and standard; in some cases sufficient elementary technical training or previous experience to insure familiarity with legal or scientific terminology; considerable demonstrated aptitude for translation and the faculty of expressing ideas clearly in each of the languages used; ability to read, write and speak two or more languages fluently.

COMPENSATION:

|         |         |       |       |       |       |       |
|---------|---------|-------|-------|-------|-------|-------|
| Annual: | \$1,440 | 1,500 | 1,560 | 1,620 | 1,680 | 1,740 |
|         |         |       |       | 1,800 | 1,860 |       |

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TRUCKMANDEFINITION OF CLASS:

To perform, under direction, general trucking and simple stock handling work; and to do other related work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education, some experience in handling trucks and moving materials and in sorting, piling, storing, checking, packing, and arranging materials; strength and good physical condition.

COMPENSATION:

Annual: \$900 960 1,020 1,080 1,140 1,200

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TYPIST, GRADE 2

DEFINITION OF CLASS:

To perform, under supervision, difficult or specialized typewriting work at a high rate of speed; to perform clerical work involving the application of office practice and procedure; in some cases to be responsible for the work of assistants; and to perform other related work as required.

QUALIFICATIONS:

Two years of education of high school standard or its equivalent, with at least one year of experience in clerical work; some knowledge of modern office practice; ability to perform accurate typing work at a high rate of speed; intelligence, tact and good judgment.

COMPENSATION:

Annual: \$1,080 1,140 1,200 1,260 1,320 1,380

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1. PURPOSE AND SCOPE

2. REFERENCES

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and deliverables. This document is intended for the project team and stakeholders. It will serve as a guide for the project's execution and will be updated as the project progresses. The document will cover the following areas:

3. PROJECT OBJECTIVES

The project objectives are to develop a new software application that will improve the efficiency of the company's operations. The objectives are to design, develop, test, and deploy the application. The project will be completed within a budget of \$100,000 and a timeline of 12 months. The project team will be responsible for the project's execution and will report progress to the project sponsor.

4. PROJECT SCOPE

The project scope includes the design, development, testing, and deployment of the software application. The project will not include the purchase of hardware or the training of staff.

TYPIST, GRADE 1DEFINITION OF CLASS:

To perform, under supervision, typewriting work on an ordinary or special typewriter; to assist in simple clerical work; and to perform other related work as required.

QUALIFICATIONS:

Primary school education, and preferably some high school training; ability to operate a typewriter at a moderate rate of speed, and to understand and follow directions; tact and good judgment.

COMPENSATION:

Annual: \$720 780 840 900 960 1,020

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I have been

very busy

It is very difficult to find time to do anything else but to be sure to do it. I have been very busy and I have not had time to do anything else but to be sure to do it. I have been very busy and I have not had time to do anything else but to be sure to do it.

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WATCHMANDEFINITION OF CLASS:

To be responsible, under direction, for the protection of government buildings, premises, and other property against fire, damage and theft; and to perform other related work as assigned.

QUALIFICATIONS:

Ability to read and write and preferably primary school education; sobriety and trustworthiness.

COMPENSATION:

Annual: \$900, 960 1,020 1,080 1,140 1,200

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Government  
Publications

520155

Jackson, Gilbert

The Civil Service of Canada in 1930,  
Vol. 3.

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